

Oracle® WebDB™

Creating and Managing Sites - Task Help

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Oracle WebDB Creating and Managing Sites - Task Help, Release 2.2

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Send Us Your Comments

Oracle WebDB Creating and Managing Sites - Task Help, Release 2.2

Part No: A77056-01

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. 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?
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If you find any errors or have any other suggestions for improvement, please indicate the part number, chapter, section, and page number (if available). You can send comments to us by electronic mail to webdbdoc@us.oracle.com.

If you have any problems with the software, please contact your local Oracle World Wide Support Center.

About This Book

Oracle WebDB Creating and Managing Sites, Release 2.2 (Part No: A77056-01) is a hardcopy version of the online Task Help for the site building features of WebDB. Task Help contains step-by-step instructions for performing tasks in WebDB.



To display online Task Help in WebDB, click the large help button located on the upper right of every WebDB page.

The contents of this book are also available in printable Adobe Acrobat PDF format on your WebDB product CD at:

`\doc\us\sitetask.pdf`

The following table lists the other information units in the WebDB documentation library:

Information Unit	Description	Location in \doc\us directory on WebDB product CD
Release Notes (Part No: A77054-01)	Describes last minute changes to the product or documentation. Read the Release Notes before installing or using Oracle WebDB.	relnotes.htm
Quick Tour	Provides a high-level introduction to Oracle WebDB. Accessible by clicking "Quick Tour" in the WebDB or Site Builder task help Table of Contents.	\QuickTour\wbstart.htm
Oracle WebDB Tutorial Guide (Part No: A77075-01)	Provides step-by-step lessons that teaches you the basics of WebDB.	PDF version: \Tutorial\tutorial.pdf HTML version: \Tutorial\html\toc.htm

Information Unit	Description	Location in \doc\us directory on WebDB product CD
Oracle WebDB Installation Guide (Part No: A77053-01)	Provides complete Oracle WebDB 2.2 installation instructions for both Windows NT or Solaris environments. Also, provides upgrade and site migration details, WebDB Listener installation and configuration, <i>interMedia</i> Text set up information, and WebDB CGI executable and WebDB cartridge to Oracle Application Server setup information.	PDF version: \Installation\installation.pdf HTML version: \Installation\html\toc.htm
Oracle WebDB Creating and Managing Components - Task Help (Part No: A77057-01)	Hardcopy-formatted version of the online Task Help for the component building features of WebDB.	comptask.pdf
Oracle WebDB Creating and Managing Components - Field-Level Help (Part No: A77055-01)	Hardcopy-formatted version of the online Field-Level Help for the component building features of WebDB.	compref.pdf
Oracle WebDB Creating and Managing Sites - Field-Level Help (Part No: A77058-01)	Hardcopy-formatted version of the online Field-Level Help for the Web Site building features of WebDB.	siteref.pdf

The Basics

What are WebDB sites?

A WebDB site is a Web site that is created from within WebDB and managed from within the site itself. Like all WebDB creations, a WebDB site is stored completely within an Oracle database.

How is a WebDB site organized?

Folders are the basic building blocks of a WebDB site. All WebDB sites consist of folders, each of which contains content or items. The items accessible within a folder might include text files, graphical images, and even URLs for other related sites.

The WebDB home page is actually the WebDB site's root folder. Each folder has a navigation bar, from which you can navigate to other folders and areas of the site, and a content area, in which the folder's content or items appears.

Dividing your WebDB site into folders allows you to organize your content according to a structure similar to that on your PC, thus making it easier for users to find the information they need. You can make folders containing general information accessible to anyone who views the WebDB site, or you can restrict access to folders containing sensitive information to specific users who must first log on to the WebDB site.

A folder is a collection of related objects, including items and even other folders. For example, in a travel Web site you might have folders for Africa, Americas, and Europe.

Who can access a WebDB site?

Although anyone can access a WebDB site as a public user if they know the site's URL, only certain users can actually contribute content to the WebDB site. These users must first have an account on the database where the WebDB site is stored. In addition, the site administrator or folder owner must grant the user with the appropriate folder privileges. See "Granting folder privileges to users" for more information.

Logging on to a WebDB site

Before you log on to a WebDB site, you can view only those folders that are available to public users and click any links on the navigation bar, such as the WebDB logo, Site Map, Search box, folder links, and so on.

When you first log on, you see your own personalized version of the home page. This personal home page lists the folders you own (under **Owned folders** banner), any folders or URLs you may have deemed of special importance (under **Interests** banner), and any search criteria you may have saved (under **Saved Searches** banner).

After you log on, you can also view both public folders as well as those to which you have been granted the appropriate folder privileges; for example, "Own", "View", "Create With Approval", or "Manage Items". Depending on what the site administrator or folder owner authorized, you may also have the privilege to edit items in folders, administer folders, or manage aspects of the WebDB site itself.

To log on to a WebDB site:

- 1 Click the **Log On** link on the navigation bar.
- 2 Enter your user name and password for the database where the WebDB site is installed. If unknown, your site administrator will be able to provide this information to you.
 - **Hint:** If you are a site administrator, you can log on for the first time with the administrator's default user name and password. The WebDB Site Creation Wizard provides this information after a WebDB site is created. The user name and password is the same as the schema owner with the ADMIN suffix appended to it; for example, *newsite_ADMIN*, where *newsite* is the name of the schema owner. For security reasons, it is important that the site administrator change the password after the initial logon.
 - Authorized database users automatically have access to the WebDB site by logging on with their database user name and password.
 - Also, anyone can access the WebDB site as a public user if they know the WebDB site's URL.
- 3 Click **OK**.

The **Administration link**  and the **Log Out** link appear in the navigation bar.

- 4 If you want to log off, click the **Log Out** link.

If you are authorized to perform any edit functions on a given folder,  appears at the upper-right corner of the page to indicate that you are in **edit mode**. If you do not have such authority, you are only allowed to view the content.

Creating a WebDB site

WebDB sites are created by a database administrator (DBA) using the WebDB component builder. When the WebDB site is created, all WebDB site data elements, program elements, help, and seed data are installed in the appropriate database schema. The WebDB site schema is then completely self-contained, with or without WebDB itself. For example, if the site schema is exported and imported into a separate database, the WebDB site has all of the components it requires to function.

Part of the WebDB site creation process includes designating a site administrator, although the DBA also has full site administration privileges. When the site administrator logs on to a newly-created WebDB site, the site consists of a single folder called a **root folder**. The site administrator uses the root folder and the default style settings as a starting point for shaping the new WebDB site.

Setting up a new WebDB site usually involves these tasks:

- Making decisions that affect the entire WebDB site, such as setting up the listener, control logs, system purges, news, custom text links for display on the navigation bar links, and enabling folder owners to control the folder style.
- Creating a new page style, usually by using one of the default WebDB page styles as a basis, to determine the WebDB site's overall appearance.
- Creating one more folders for the WebDB site and assigning owners for those folders.
 - **Note** As a site administrator, you should monitor the Site Map carefully to ensure that it reflects the actual hierarchy of the WebDB site. For example, make sure that if a subfolder (folder nested in a parent folder) is set to display to public users, its parent folder is also set to display to public users. Otherwise, the parent folder won't be displayed and the subfolder will be moved to the top of the hierarchy in the Site Map. This can be confusing for end users. See "Displaying folders to public users."
- Establishing categories and perspectives for the WebDB site.
- Setting up the search features so that users may search the WebDB site for a particular item using one or more keywords.
- Designating news and style administrators.

Using the Site Map

The WebDB Site Map displays all the folders belonging to your WebDB site in outline form. Also, since the Site Map is customized for each user, you can see only those folders you are authorized to view. Therefore, if you do not see a particular folder on the Site Map, you have not been granted the appropriate folder privileges.

To access the Site Map:

- 1 In the navigation bar, click  or the Site Map link.
- 2 From the Site Map, you can do the following:
 - To open a root or parent folder, click . This displays the nested folder(s).
 - To close a folder, click .
 - To display a particular folder page, click its folder link.

Note

- From the folder page, you can click  to enter edit mode and perform a variety of folder-related tasks. For more information, see "Using the folder dashboard."
- As a site administrator, you should monitor the Site Map carefully to ensure that it reflects the actual hierarchy of the WebDB site. For example, make sure that if you set a subfolder (folder nested in a parent folder) to display to public users, its parent folder is also set to display to public users. Otherwise, the parent folder won't be displayed and the subfolder will be moved to the top of the hierarchy in the Site Map. This can be confusing for end users. See "Displaying folders to public users."

Returning to your WebDB site's home page

Returning to your WebDB site's home page

Since WebDB is designed to allow you to easily navigate around the WebDB site, you need an easy way to return to your WebDB site's home page.

You can return to your WebDB site's home page in either of these ways:

- Click  from the upper-right corner of your page.
- Click your WebDB site's logo on the navigation bar.

Returning to the WebDB component builder

Once a WebDB site is created from within WebDB, it is a separate entity with its own URL. To return to the WebDB component builder from a WebDB site, simply type the WebDB's URL in your browser. If you don't know this URL, see your database administrator.

Understanding User Roles

What is a site administrator?

Site administrators have the highest level of privileges in a WebDB site. They can view and modify anything on the WebDB site, even folders and styles marked private. Site administrators can create users, groups of users, and control access to the WebDB site. They can also assign folder owners and the extent to which folder owners have control over their folders. By default, site administrators can perform all style and news administrator functions, and can appoint other site administrators.

When the site administrator logs on to a newly-created WebDB site, the site consists of a single folder called a *root* folder, which is actually the WebDB site's home page. The site administrator uses the root folder and the default style settings as a starting point for shaping the new WebDB site.

Setting up a new WebDB site usually involves these tasks:

- Making decisions that affect the entire WebDB site, such as setting up the listener, control logs, system purges, news, custom text links for display on the navigation bar links, and enable folder owners to control the folder style.
- Creating a new page style, usually by using one of the default WebDB page styles as a basis, to determine the WebDB site's overall appearance.
- Creating one or more folders for the WebDB site and establishing owners for those folders.
- **Note**
As a site administrator, you should monitor the Site Map carefully to ensure that it reflects the actual hierarchy of the WebDB site. For example, make sure that if you set a subfolder (folder nested in a parent folder) to display to public users, its parent folder is also set to display to public users. Otherwise, the parent folder won't be displayed and the subfolder will be moved to the top of the hierarchy in the Site Map. This can be confusing for end users. See "Displaying folders to public users."

Understanding User Roles

- Establishing categories and perspectives for the WebDB site.
- Setting up the search features so that users may search the WebDB site for a particular item using one or more keywords.
- Designating news and style administrators.

Once the WebDB site is in production, the site administrator may still be called upon to perform maintenance tasks such as creating new users, purging the system, and so on.

What is a style administrator?

A style administrator may modify or delete a folder's style which includes such elements as color schemes, text and font sizes, images, and so on.

Style administrators must be designated by the WebDB site administrator. The site administrator can also perform style administration tasks for any style.

Note

- The style administrator will not see folder(s) under the **Owned folders** banner unless the site administrator also granted the Own folder privilege. See "Designating site, style, and news administrators."

What is a news administrator?

A news administrator has the authority to add news to folders, approve news submitted by public users or news submitted by logged on users who have "Create With Approval" privilege, and other functions related to site-wide news management.

When a news administrator logs on, News items are accessible under the **News awaiting approval** banner on the news administrator's personalized version of the WebDB site's home page.

News administrators must be designated by a site administrator. The site administrator role itself may also perform news administration tasks.

What is a public user?

A public user is anyone who does not log on to a WebDB site. Public users may view any folders and use any functions that appear on the navigation bar. Because the **Administration** link does not appear on the navigation bar until after a user has logged on, public users never have access to administrative functions.

If the site administrator has enabled public users to contribute news items, an **Add News** link is displayed above the **News** banner on the WebDB site's home page. When an end user clicks this link, the Item Wizard is displayed from which the end user can add a News item.

Note

- News items submitted by public users in the root folder must be approved by a news administrator before it is displayed to the public. When a news administrator logs on, News items are accessible under the **News awaiting approval** banner on the administrator's personalized version of the WebDB site's home page.

What is a folder owner?

A folder owner is responsible for managing the content of a folder. Typically, the site administrator creates several **parent folders** (high-level folders below the root folder) for a WebDB site, then assigns a folder owner to each parent folder.

The folder owner and contributors add content (items) to the folder, which usually involves adding subfolders (other folders within the folder), as well as items relevant to the folder's theme.

Notes

- Make sure that if you set a **subfolder** (folder nested in a parent folder) to display to public users, its parent folder is also set to display to public users. Otherwise, the parent folder won't be displayed and the subfolder will be moved to the top of the hierarchy in the Site Map. This can be confusing for end users. See "Displaying folders to public users."
- Folder owners decide which users may view the folder and which users may contribute items to the folder. If the site administrator authorizes it, the folder owner may also control the folder's appearance or style. For more information, see "What are the folder properties?"

What is a contributor?

A contributor has the authority to add items to a folder. The folder owner must explicitly grant the appropriate folder privileges to one or more users or groups to add content (items) to that folder. Depending on what the folder owner authorizes, the contributor may manage all aspects of an item ("Manage Items" privilege), including editing and deleting, as well as adding items awaiting approval by the folder owner ("Create With Approval" privilege).

If you have the authority to add items to a folder, you see  at the upper-right corner of the folder's page to indicate that you are in edit mode. If you do not see this icon, you may only view the folder and its contents.

What is a group administrator?

A group administrator may add, delete, or modify the members in a group. A group owner may also perform these tasks; however, while a group owner actually creates the group, the owner may or may not be a member of the group. A group administrator is always a group member.

A group administrator may appoint several other group administrators for a single group.

Setting Up and Maintaining a WebDB Site

How to set up and maintain a WebDB site



The topics contained within "Setting Up and Maintaining a Site" book node on the Table of Contents are applicable to site administrators only.

In addition, administration functionality may not be available if you have not logged on as a site administrator.

In this section, you'll find information on setting up a WebDB site for the first time, as well as task help on keeping a site running smoothly once it has been established.

If you have never set up a WebDB site before, here are the tasks you need to perform to get your site up and running:

- Work through the Site Manager and establish settings that affect the site as a whole. All of the tasks you perform with the Site Manager are discussed in detail under the "Establishing Site-Wide Attributes" book node on the Table of Contents.
- Create a new style, usually by using one of the default WebDB styles as a basis, to determine the WebDB site's overall appearance.
- Create one more folders for the WebDB site and establish owners for those folders.
- If you are a site administrator, you should monitor the Site Map carefully to ensure that it reflects the actual hierarchy of the WebDB site. For example, make sure that if you set a subfolder (folder nested in a parent folder) to display to public users, its parent folder is also set to display to public users.

How to set up and maintain a WebDB site

Otherwise, the parent folder won't be displayed and the subfolder will be moved to the top of the hierarchy in the Site Map. This can be confusing for end users. See "Displaying folders to public users."

- Establish categories and perspectives for the WebDB site.
- Set up the search features so that users may search the WebDB site for a particular item using one or more keywords. These tasks are covered under the "Setting up the Search Features" book node on the Table of Contents.
- Designate news and style administrators. As site administrator, you are automatically both the news and style administrators for all news and all styles. If you want to delegate this authority, or if you want to designate another site administrator to help you set up and/or manage the WebDB site, you must do so explicitly.

Customizing the home page

The home page for a WebDB site is actually the site's root folder. Customizing the root folder, then, is just like customizing any other folder. Here are a few pointers to get you started.

To customize a WebDB site's home page:

- 1 Click  or the **Site Map link** in the navigation bar.
- 2 In the Site Map, click the root folder link (WebDB site by default).
- 3 Click  to display the Folder Manager in edit mode.
 - Because the root folder title appears at the top of the Site Map, thus establishing the WebDB site's theme, you may want to change the root folder title from WebDB Site to something more meaningful. For example, for a travel site, you might choose the title, "Travel". You can change the root folder title from the Folder Manager: Main page.
 - Use the other Folder Manager tabs to control the home page's graphical images (Image tab), general appearance (Style tab), and navigation bar.

Note Although the Navigation Bar tab allows you to specify which elements and links appear in the navigation bar, the text of those links is actually controlled elsewhere. See "Customizing link text for the navigation bar and content area" for more information.

- If you want logged on users to have access to a subset of the administrative functions, be sure to include the **Administration link** on the navigation bar. See "Customizing the folder's navigation bar."
- Use the Style Manager to determine the WebDB home page's overall appearance—that is, the navigation bar, banners, and content area elements. As site administrator, you decide if you want every folder in the WebDB site to have the same appearance as the WebDB home page, or if individual folder owners have control over the folder's style. See "Enabling folder owners to control styles" for more information.

Moving a WebDB site to a new server

A site administrator may want to move the site to a different server. WebDB provides two scripts that work together to move a WebDB site from one server to another. These scripts essentially dump a WebDB site and its data into a log file, then import that information to the new server. You must then perform a few manual steps to complete the WebDB site's migration, as described in the following procedure.

Scripts are provided for both UNIX and Windows NT in the \support\utils directory.

Note

- The destination database where you want to move the WebDB site must be the same version or higher than the source database. For example, you can move a WebDB site originally created on Oracle version 7.3.4 to an Oracle version 7.3.4 database or higher, but not lower.

To move a WebDB site to a new server:

- 1 Refer to the section appropriate to your operating system:

UNIX

On the server where the WebDB site currently resides, enter the following at the command prompt:

```
sbexport <site_schema> <site_schema_password>  
<export_filename> [<db_connect_string>]
```

Windows NT

On the server where the WebDB site currently resides, enter the following command at the DOS prompt:

```
sbexport.cmd <site_schema> <site_schema_password>  
<export_filename> [<db_connect_string>]
```

Example

```
sbexport mysite mysite myfile.dmp
```

Note: Separate parameters with a space.

Parameter	Description
site_schema	Name of the schema in which the WebDB site currently resides.
site_schema_password	Password for the schema where the WebDB site resides.
export_filename	Fully-qualified name of a file to which you want to dump the WebDB site and its data.
	Use standard UNIX or Windows NT naming conventions.
db_connect_string	The connect string for the database from which you are exporting.
	This parameter is optional. If you don't specify it, the command tries to connect to the local database.

When you run this command, a log file named **sbexport.log** is created.

- Copy the file you specified for the <export_filename> parameter to the new server. You can name the file <export_filename>.
- On the destination server, enter the command appropriate to your operating system:

UNIX

```
sbimport <sys_password> <dest_site_schema>
<dest_site_admin> <default_tablespace>
<temp_tablespace> <document_tablespace>
<import_filename> [<db_connect_string>]
```

Windows NT

```
sbimport.cmd <sys_password> <dest_site_schema>
<dest_site_admin> <default_tablespace>
<temp_tablespace> <import_filename>
[<db_connect_string>]
```

Example

```
sbimport change_on_install mysite mysite_admin users
temp users myfile.dmp
```

Note: Separate parameters with a space.

Moving a WebDB site to a new server

Parameter	Description
sys_password	Password for the SYS user on the destination database.
dest_site_schema	Name of the schema to which the WebDB site should be relocated. This schema is created by the sbimport script.
dest_site_admin	Name of the administrator schema for the WebDB site. This schema, which is automatically created by the WebDB site creation process, is used to connect logged-on users to the WebDB site.
default_tablespace	Default tablespace in which to create the new WebDB site.
temp_tablespace	Temporary tablespace in which to create the new WebDB site.
document_tablespace	Document tablespace in which to create the new WebDB site.
import_filename	The log file you copied to the new server in step 2.
db_connect_string	The connect string for the database to which you are importing. This parameter is optional. If you don't specify it, the command tries to connect to the local database.

When you run this command, a log file named **sbimport.log** is created.

When the script completes, the WebDB site is reconstructed and repopulated on the new server.

In addition, a report is created in **sbsite.log**. This report contains the following information:

- Users who existed on the source database, but not on the new database.
- Users who exist on both the source and the new database.
- All folders on the WebDB site, including the users who may access the folders.
- The Database Access Descriptors (DADs) for public and logged on users.

- 4 If desired, create the necessary users on the destination database.
 - You create users with the User Manager which you can access from the Oracle WebDB Site Builder Administration page.
 - Or, you can invoke the Oracle database CREATE USER command.
- 5 If desired, grant users appropriate folder privileges on the WebDB site.
- 6 Create the DADs as specified in `sbsite.log`. For more information, see "Specifying Database Access Descriptors."



- If your `sbsite.log` file has the following lines:

```
***** WARNING
*****
*** Multiple instances of PL/SQL Web toolkit
packages found *****
**** You may have problems running this imported
website *****
```

or if you see the following error when trying to view the newly imported WebDB site:

```
No data returned from stored procedure
The PL/SQL gateway invoked a stored procedure as
part of processing the URL but the procedure
returned no data.
```

Cause: You may have multiple instances of the PL/SQL Web Toolkit packages installed. Contact the database administrator to ensure you have just one instance of these packages.

- During WebDB site import, you may see the following error messages, which you can safely ignore:

```
IMP-00015: following statement failed because the
object already exists:
"CREATE TABLE "WWW_CTX_FILT_TABLE"
IMP-00015: following statement failed because the
object already exists:
"CREATE TABLE "WWW_CTX_GIST"
IMP-00015: following statement failed because the
object already exists:
"CREATE TABLE "WWW_CTX_MARK_TABLE"
IMP-00015: following statement failed because the
object already exists:
"CREATE TABLE "WWW_CTX_THEMES
```

Establishing Site-Wide Attributes

Designating a WebDB site contact

If you designate a WebDB site contact, users can quickly send e-mail to the contact by clicking a link in the lower-left corner of each folder page (providing the folder owner chooses to display the link). To supply the text of the site contact link, see "Customizing links for the navigation bar and content area."

To designate a WebDB site contact:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 In the **Site Contact** field, type the site contact's e-mail address. For example, `webdb@us.oracle.com`.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Note

- To designate a WebDB site contact, you must be a site administrator.

Adding a WebDB site logo

A site logo, which appears at the top of the navigation bar, provides both a visual impression of your WebDB site as well as a shortcut to the WebDB site's home page.

To add a logo to your WebDB site:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 In the **Site Logo** field, type the fully qualified directory path and name of the graphic image to display as the site logo; for example, `c:\travelsite\webart\canada.gif`
If you don't know the graphic's path name, click **Browse** to locate the file on your local or network drives.
Ideally, the image you choose should not be larger (wider or longer) than the navigation bar itself. If it is, users will have to scroll to see the entire image.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Deleting a WebDB site logo

To delete a site logo from your WebDB site:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager
- 3 Click the **Main** tab.
- 4 If your WebDB site has a logo, it appears below the **Site Logo** field beside 
- 5 Click **Delete**.
The site logo no longer appears in the WebDB site's navigation bar.

Customizing link text for the navigation bar and content area

When you change the text or link name on the navigation bar or content area, you do so for an entire WebDB site. A folder owner may later choose to include a particular link in that folder's navigation bar, but the folder owner does not control the link name text. You can customize the link text for only a subset of navigation bar and content area links.

To customize the text that appears on the navigation bar and in the content area:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Custom Text** tab.
- 4 Enter the text you want to appear in the field next to the default text label. You can customize the text for many links including the Category Link, News Link, Folder Banner, and Site Map Link.
For example, to change the default label "News" to "What's Hot", type "What's Hot" in the **News** field.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Enabling logged on users to view statistics

The following procedure lets users with log on privileges to use the Site Statistics Manager to see statistics for their own folders, items, and searches, as well as information on searches performed by public users.

To enable logged on users to view statistics:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 Check **Enable Logged On Users To View Statistics**.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Note

- When **Enable Logged On Users To View Statistics** is checked, logged on users can run several reports for their own folders as well as on public folders. Your page request reports include only those folders you have created or have permission to modify. The reports include the following:
 - Reports on searches
 - Reports on page requests
 - Reports on folders
 - Reports on items

Controlling site and update logs

Site logs contain information about how the WebDB site is being used—how many and what kind of searches are performed, which folders and items exist on the WebDB site, and so on.

Update logs store information about changes that have been made to folders and items.

To specify how many days site and update logs are retained before being purged:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 In the **Site Logs' Retention Period** field, type the number of days you want to retain the site logs.
In the **Update Logs Retention Period** field, type the number of days you want to retain the update logs.
When the retention period expires, the logs are automatically deleted.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Enabling item version control

The item version control process involves the following three steps:

- Site administrator activates the Enable Item Version Control feature on the WebDB site.
- Contributor checks the Enable Item Check-out box when adding an item with the Item Wizard.
- Other users click the **Add As New Version** button when checking in an item that was edited.

When version control is enabled, a copy of an item is made each time the item is updated. Retaining older copies of items in the database lets you to retrieve previous versions of an item, if necessary. If version control is not enabled, the **Add As New Version** button is not available; and the same version of the item is updated when an item is edited.

To enable item version control:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 Check **Enable Item Version Control**.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Retaining deleted items in the database

If you retain deleted items in the database, these items remain in the database until a system purge is performed.



If you choose not to implement this feature, items deleted by a user are discarded immediately and cannot be retrieved.

To retain deleted items in the database:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Items** tab.
- 4 Check **Retain Deleted Items Until System Purge**.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Enabling keyword searches

If you enable keyword searches, users adding an item can associate keywords with that item to for item retrieval purposes. For example, a user contributing a map of Botswana might associate the keywords--Maun Desert, Victoria Falls, and map--with this item. Other users performing a search on the keyword "map" would then locate the Botswana map along with all other items with that keyword.

To enable keyword searches:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Items** tab.
- 4 Check **Enable Keywords for Item Search**.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Controlling the New icon

To specify how long  is displayed next to an item on a folder page:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Items** tab.
- 4 In the **Icon Display Period** field, enter the number of days you want to retain the New icon.
The default value is 7 days.
To prevent the  from appearing next to items at all, type '0' in the **Icon Display Period** field.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Enabling the News feature

When you implement the news feature, a **News** banner is added to the WebDB site's home page. All items identified as news are listed under the **News** banner. If you do not enable the news feature, folder owners cannot add this banner to their folders and contributors cannot create News items.

All of the tools you need to set up the news feature are contained on the Site Manager: News page.

To display the News banner and enable the news features:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **News** tab.
- 4 Complete one or more of the following tasks:

Task	To do
To enable news	Check Enable News to add a News banner to the WebDB site's home page.
To enable public users to contribute news	Check Enable Public Users To Contribute News. Since public users do not have log on privileges, enabling this option, adds an Add News link to the WebDB site's home page to invite public users to contribute news items. When a user clicks this link, the Item Wizard is displayed to let users add news items. Note News submitted by public users must be approved by the folder's news administrator before being displayed publicly. When a news administrator logs on, news items awaiting approval are accessible under the News awaiting approval banner on the administrator's personalized version of the WebDB site's home page.
To control how long news items remain displayed	In the Move News Items to Archive After field, type the number of days news items should remain displayed under the News banner.

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	The default is 21 days. When the display period ends, the item's expire flag is set automatically.
To control how long news items remain in the archive	In the Delete News Items from Archive field, type the number of days news items should remain in the archive. The default is 7 days. After this time, the item's delete flag is set automatically.

5 Choose any of the following buttons:

- Click **Apply** to save your settings and continue working.
- Click **Reset** to revert to the previous settings.
- Click **Finish** to save your changes and return to the Administration page.

Enabling folder owners to control the style

As the site administrator, you decide whether or not folder owners can apply new or modified styles to the folders they own.



If you want each folder in the WebDB site to have the same appearance or style, do **not** follow this procedure.

To enable folder owners to control the style:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 Check **Enable Folder Owners to Control Style**.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Note

- If you are a folder owner or site administrator, see "Assigning a style to a folder."

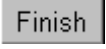
Specifying Database Access Descriptors

Database Access Descriptors (DAD) are used to connect the HTTP (Hyper Text Transfer Protocol) session to the appropriate schema owner. The DAD used for public users who view the WebDB site without logging on is different from the DAD used by logged on users. Database Access Descriptors also determine the URL for the WebDB site, assuming the listener settings are updated accordingly.

You can obtain the DADs from your WebDB administrator.

To specify a Database Access Descriptor:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 In the **Logged On User DAD** field, enter the DAD for users who log on to the site.
- 5 In the **Public User DAD** field, enter the DAD for users who do not have log on privileges.
- 6 In the **WebDB Component DAD** field, enter the DAD for accessing WebDB component items.

This field is useful if your WebDB site resides on a different database from your WebDB components. For example, suppose you move your WebDB site from the database it used to share with the WebDB component builder to a new database. All pointers to WebDB component items within the site automatically use the DAD for the new database. Thus, you must change this field to reflect the DAD used for the previous database, where the WebDB component builder actually resides.
- 7 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

- 8 Make sure the listener's settings reflect the DADs you have specified here.

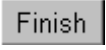
Note

- To specify a Database Access Descriptor, you must be a site administrator.

Enabling user interest lists

When user interest lists are enabled, users can create shortcuts to folders or URLs in which they are interested. Users then access their interest list under the **Interests** banner on their personalized version of the WebDB home page.

To enable user interest lists:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Main** tab.
- 4 Check **Enable User Interest Lists**.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Working with Categories

What are categories?

A category is a classification for an item which answers the question, "What is this item?" Categories are used by end users to filter information.

By organizing items into categories, you provide end users with a clearer understanding of the types of content they can expect on your WebDB site and how it is organized. They can view items by category and can also specify categories when they perform an Advanced Search.

For example, in a travel Web site you might have categories of maps, excursions, and hotel reviews. Items associated with categories are alphabetically organized and displayed on a folder page by item name.

The site administrator can create categories specifically for the different types of content that is planned to display using the Category Manager.

The Category list or links won't display on the navigation bar unless the site administrator or folder owner explicitly selects it to display. For more information about displaying categories on the navigation bar, see "Customizing the folder's navigation bar."

Note

- Only Regular items require you to choose a category. Categories are not available for News, Announcement, or Quickpick items. See "What are item display options?"

Using the category dashboard



The category dashboard is designed to provide quick and easy access to the category features. The category dashboard appears below the category title banner while in edit mode.

Click any of the following buttons on the category dashboard to perform the desired task:

Icon	Name	Description
	Add Item	Displays the Item Wizard to add an item to this category.
	Add Category	Displays the Category Manager to create or edit category(s).
	Category Properties	Displays the Category Manager from which you can define or edit the category configuration settings.
	Administration	Displays the main Administration page from which you can access the various administration tools.
	View folder	Reverts from edit mode to view mode.

Notes

- To use the Category Manager, you must be a site administrator.
- Dashboards are also available on the folder and perspective pages.

Creating a category

Before contributors begin to add items to your WebDB site, the site administrator should collaborate with folder owners to determine which categories (and optionally, perspectives) to create for the WebDB site. Categories should be created for the different types of content on the WebDB site.

A site administrator must first create a category before contributors can assign a category to an item with the Category Manager. Once categories are created, they are visible to folder owners and contributors when adding or editing items.

To create a new category:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Category link under Content Manager to display the Category Manager.
- 3 In the **Create Category: Name** field, type a unique category name.
- 4 Click **Create**.
The newly-created category is added to the **Find Category** list.

Notes

- To use the Category Manager, you must be a site administrator.
- Unlike perspectives, you can select only one category for each item.
- Only Regular items require you to choose a category. Categories are not available for News, Announcement, or Quickpick display items. See "What are item display options?"

Changing a category's name and image

When a category's name or image is changed, all items previously associated to the category are automatically associated to the new name and image.

To change a category's name and image:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Category link under Content Manager to display the Category Manager page.
- 3 In the **Find Category: Name** field, choose the name of the category you want to change from the available list.
- 4 Click **Edit**.
- 5 In the Name field, type the new name for the category.
In the Image field, type or browse to the location of the new image you want associated to this category.



This image only appears if you choose to display the category links on the navigation bar. See "Customizing the folder's navigation bar."

- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.
The item's categoryname or image is modified.

Deleting a category



Deleting a category deletes ALL items belonging to this category on your WebDB site.

To delete a category:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Category link under Content Manager to display the Category Manager page.
- 3 In the **Find Category: Name** field, choose the name of the category you want to delete from the available list.
- 4 Click **Delete**.
The Delete Category page is displayed.
- 5 Click **Yes** to delete the selected category.

Notes

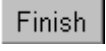
- To delete a category, you must be a site administrator.

Associating an image with a category

Rather than displaying the category list or category links on the navigation bar, you can choose to display an image that is associated to a category.

Note that neither the image nor the category title can appear on the navigation bar unless the folder owner or site administrator chose to display category links on the navigation bar. To do this, see "Customizing folder's navigation bar."

To associate an image to a category:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Category link under Content Manager to display the Category Manager page.
- 3 In the **Title Image** field, type the fully-qualified directory path and name of the graphical image or browse to the location containing the appropriate image.
- 4 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.
The image is uploaded to your WebDB site and displays on the navigation bar (if configured) for the selected category.

Note

- To perform this task, you must be a site administrator.

Working with Perspectives

What are perspectives?

A perspective is a cross-category grouping of an item. By assigning a perspective, you 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 such as "Vacations for Nordic Enthusiasts", "Archaeology Expeditions", "Extreme Vacations for Adventurers", and so on.

The Perspective Manager lets you create perspectives for items that your audience might be interested in. Note that the perspective links won't appear on the navigation bar unless the folder owner or site administrator configured perspective links to display. See "Customizing folder's navigation bar."

When you add or edit items, you have the option of assigning one or more perspectives to that item. Unlike categories, you are not required to assign perspectives to an item. However, when perspectives are assigned, they can be used by your end users to filter information. Users can view items by perspective and also specify perspectives when they perform an Advanced Search.

Note

- You can optionally choose perspective(s) for Regular items. Perspectives are not available for News, Announcement, or Quickpick items. See "What are item display options?"

Using the perspective dashboard



The dashboard is designed to provide quick and easy access to the perspective features. The perspective dashboard appears below the perspective title banner while in edit mode.

Click any of the following buttons on the perspective dashboard to perform the desired task:

Icon	Name	Description
	Add Item	Displays the Item Wizard to add an item to this perspective.
	Add Perspective	Displays the Perspective Manager to create or edit perspective(s).
	Perspective Properties	Displays the Perspective Manager from which you can define or edit the perspective properties.
	Administration	Displays the main Administration page from which you can access the various administration tools.
	View folder	Reverts from edit mode to view mode.

Notes

- To use the Perspective Manager, you must be a site administrator.
- Dashboards are also available on the Folder and Category pages.
- You can optionally choose perspective(s) for Regular items. Perspectives are not available for News, Announcement, or Quickpick items. See "What are item display options?"

Creating a perspective

A site administrator must first create a perspective with the Perspective Manager before contributors can assign a perspective to items.

To create a new perspective:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Perspective link under Content Manager to display the Perspective Manager page.
- 3 In the **Name** field, type a unique perspective name.
- 4 Click **Create**.
The newly-created perspective is added to the Find Perspective list.

Note

- To use the Perspective Manager, you must be a site administrator.
- You can optionally choose perspective(s) for Regular items. Perspectives are not available for News, Announcement, or Quickpick items. See "What are item display options?"

Associating an icon with a perspective

If you associate an icon with a perspective, the perspective icon is displayed next to the item's title. Note that if you choose to display perspective links on the navigation bar, the perspective text is displayed, NOT the icon.

To associate an icon with a perspective:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Perspective link under Content Manager to display the Perspective Manager.
- 3 In the **Icon** field, type the fully-qualified directory path and name of the graphical image or browse to the location containing the appropriate image.
- 4 To display this icon beside each perspective item, check **Display Icon With Items**.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.
The image is uploaded to your WebDB site and appears to the right of the item associated with that perspective.

Notes

- To use the Perspective Manager, you must be a site administrator.
- Since perspective images display with the item's title, it is recommended to use small images (icons).

Changing a perspective's name and icon

To change a perspective name or image:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Perspective link under Content Manager to display the Perspective Manager page.
- 3 In the **Find Perspective: Name** field, choose the name of the perspective you want to change from the available list.
- 4 Click **Edit**.
- 5 In the **Name** field, type the new name for the perspective.
In the **Icon** field, type or browse to the location for the icon you want associated with this perspective.
- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.
The perspective's name and icon is modified.

Notes

- To use the Perspective Manager, you must be a site administrator.
- The perspective icon appears to the right of any item associated with that perspective on the folder page.

Deleting a perspective

Unlike categories, you can delete a perspective without deleting the items assigned to the perspective.

To delete a perspective:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Perspective link under Content Manager to display the Perspective Manager page.
- 3 In the **Find Perspective** section, choose the name of the perspective you want to delete from the available list.
- 4 Click **Delete**. The Delete Perspective page is displayed.
- 5 Click **Yes** to delete the selected perspective.

Note

- To use the Perspective Manager, you must be a site administrator.

Setting Up the Search Features

Setting up the basic search feature

Setting up the search feature involves specifying the size and text of the Search box that appears on the navigation bar, as well as selecting a search engine to perform Internet searches.

To set up the basic search feature:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or Search under Toolbox to display the Search Manager.
- 3 Click the **Basic** tab.
- 4 In the **Search Box Width** field, type the display width (in characters) for the Search box.
- 5 In the **Link Text** field, type the text you want to use as a link to an Internet search engine. This link appears on the Search page, where the search results are displayed, and allows users to perform Internet searches outside this WebDB site. For example, if you select Yahoo as the Internet search engine, you'll probably want to use Yahoo as the link text on the Search page so users know which home page they'll see when they click the link.
- 6 In the **URL** field, type the full URL for the Internet search engine you want to use. The URL must be fully formed, and must include any associated parameters, along with the final equal sign (=) for passing search values. This example establishes Yahoo as the WebDB site's search engine:

`http://search.yahoo.com/search?o=1&d=y&za=default&h=c&g=0&n=20&p=`
- 7 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.

- Click  to save your changes and return to the Administration page.

Setting up the advanced search feature

When the user clicks on the Advanced Search link, either from the navigation bar or from the Search results page, an Advanced Search page is displayed in which users can use Boolean operators and/or restrict their search to certain areas of the WebDB site. Use these instructions to determine the number and length of various entry fields.

To set up the advanced search feature:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Search** under Toolbox to display the Search Manager.
- 3 Click the **Advanced** tab.
- 4 In the **Number of Text Entry Fields** field, type the number of text entry fields to display on the Advanced Search page.
This determines the number of fields that can be logically joined with the Boolean operators And or Or. Although multiple terms may be entered in each field, providing multiple fields allows for increasingly complex queries.
- 5 In the **Text Entry Field Display Width** field, type the display width (in characters) of each text entry field.
- 6 In the **Maximum Allowable Characters** field, type the maximum number of characters the user can type in each field.
- 7 In the **Date Field Length** field, type the maximum number of characters the user can type in the date field.
- 8 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Setting up *interMedia* Text searching

When a basic or advanced search is performed on a site that has *interMedia* Text search capabilities, every word in each item on the WebDB site is included in the search criteria as well as search on the item's title, description, and keywords.

If the *interMedia* Text search feature was installed with your Oracle database, you must follow this procedure to enable the feature for your WebDB site.



When you enable *interMedia* Text searching, every word in every item on your WebDB site is added to the *interMedia* index. It is recommended that you perform the following procedure at the end of a business day, and that you arrange with your DBA to have a new index created each night so that new items are added to the index.

To set up *interMedia* text searching:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Search** under Toolbox to display the Search Manager.
- 3 Click the **InterMedia Text** tab.
If you see the error message, "InterMedia is not installed," displayed, this means that *interMedia* Text was not installed with the database and is not available for on your WebDB site.
- 4 Check **Enable InterMedia Text Features**.
This check box is required to enable *interMedia* Text searching.
- 5 Check **Enable Themes and Gists**.
A theme shows the user the nouns and verbs that occur most frequently within the item. A gist displays a brief summary of the item, derived from how frequently those nouns and verbs appear.
If you do not check this box, go to step 9.
- 6 In the **Search Highlight Text Color** field, select the color in which search terms should appear in the HTML rendition.
- 7 In the **Search Highlight Text Style** field, select the style in which search terms should appear in the HTML rendition.

Setting Up the Search Features

- 8 In the **Hits Per Page** field, enter the number of search terms that define a page in the HTML rendition. For example, if you enter 20, the first 20 search terms are contained in the first HTML page, the next 20 in the second page, and so on.
- 9 Next you must establish the settings for URL items that are outside of your company's firewall:

Field	Description
URL Connection Time-Out	Type the number of seconds a connection attempt is made before timing out.
HTTP Proxy Server	Type the name of the proxy server you want to use to contact sites outside your firewall.
No Proxy Servers for Domains Beginning With	Type the URL prefix which identifies sites that do not require a proxy server.

- 10 Click **Create Basic Index**.
- 11 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click **Finish** to save your changes and return to the Administration page.

Disabling the search function

If the Search box appears on the navigation bar, anyone may use it to perform a search, even public users. When a public or logged on user enters something in the Search box and clicks Go, the Search results page is displayed, from which the Advanced Search features are available.

If you do not want users to be able to search your WebDB site, you must remove the Search box and Advanced Search link from the navigation bar. See "Customizing the folder's navigation bar."

Managing Users

Creating a user

Although any user can access your WebDB site through the site's URL, only authorized database users can actually log on to the WebDB site and contribute items, manage folders, and perform other WebDB site tasks.

When you create a database user from within a WebDB site, a personal folder is automatically created for the user.

To create a user:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **User** under Access Managers to display the User Manager.
- 3 In the **Create User: Name** field, enter the name of the new user.
The user name must be no more than 30 characters, and must be unique within the WebDB site.
- 4 In the **Password** field, type the password used to authenticate the user name during login.
- 5 In the **Confirm Password** field, type the password again to verify that you have entered it correctly.
- 6 From the **Default Tablespace** list, choose a tablespace that is used to store any database objects or components created by the user.
- 7 From the **Temporary Tablespace** list, choose a tablespace for the creation of temporary table segments for operations such as sorting table rows.
For more information about the available tablespaces, contact your database administrator.
- 8 From the **Profile** list, choose a profile to determine the system and database resources available to the user. If you do not select a profile, the DEFAULT profile is used.
- 9 Click **Create** to establish this user as an authorized database user.

The user can now log on to this WebDB site. In addition, the user now has a personal folder, which appears under the **Owned folders** banner on the user's personalized WebDB site's home page.

- 10 The user name now appears in the **Find User: Name** field.
Click **Edit** to add additional information about the user.
- 11 When you finish with the User Manager, click **Done** to return to the Administration page.

Note

- Even if you create a database account for the user outside of a WebDB site, the user can still create a personal folder through the Personal Information Manager.

Removing a user's privileges

If you really want to ensure that the user cannot log on to the WebDB site, you must remove the user's ID for the database where the WebDB site is installed, or change the password to something the user does not know.

To change the user's password, see "Changing user passwords."

Designating site, style, and news administrators

These instructions assume that the user has already been established as a WebDB site user. If you still need to create the user, you can designate that user as a site, style, or news administrator during the user creation process. See "Creating a user" for more information.

To designate a site, style, and news administrator(s):

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Privilege** under Access Managers to display the Privilege Manager.
- 3 If the user already appears in the **Users** column, check the appropriate box to assign site, style, or news administrator privileges, then go to step 5. Otherwise, type the name of the user you want to make an administrator in the **User Name** field. If you don't know the user name, click  to display the search box. When you click a name in the search results box, the name is entered in the **User Name** field.
- 4 Click **Add to Privilege List**.
- 5 Check the appropriate check box to assign site, style, or new administrator privileges. To remove administrator privileges, uncheck the box.
Note To preserve the integrity of your WebDB site, keep the number of site administrators to a minimum. Multiple site administrators all trying to maintain the WebDB site and its users may have adverse results.

- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Privilege Manager page.
- 7 When you finish with the User Manager, click **Done** to return to the Administration page.

Viewing administrator privileges

Use the Privilege Manager when you want to see a complete list of users who have site, style, or news administration privileges and to grant or remove these privileges.

To view, grant, or revoke administrator privileges:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Privilege** under Access Managers to display the Privilege Manager.
- 3 Under the **Users** list, you can view those users that have been added to the Privilege List and which administrator privileges were granted to each of these users. check boxes.
- 4 Check the appropriate box to grant the user privilege(s): Site, News, Style. Uncheck the appropriate box to revoke the privilege(s): Site, News, Style.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Note

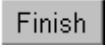
- If you want to see the attributes for a particular user, including whether the user has administration privileges, this information is available from the User Manager.

Changing user's password

These instructions assume you are the site administrator. You may want to change a user's password if you want to ensure that the user is unable to log onto the WebDB site or to reset the user's password.

If you want to change your own user password, see "Changing your password."

To change a user's password:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **User** under Access Managers to display the User Manager.
- 3 In the **Find User: Name** field, type the name of the user whose password you want to change.
If you don't know the user's name, click  to search for the user name.
- 4 From the Details page, type the new password in the **Password** field.
- 5 In the **Confirm Password** field, retype the password again to verify that you have entered it correctly.
- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to User Manager.
- 7 When you finish with the User Manager, click **Done** to return to the Administration page.

Changing user's personal information

This task lets you change the user information for any user on your WebDB site. If you want to change your own personal user information, see "Changing your personal information."

To change a user's personal information:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **User** under Access Managers to display the User Manager.
- 3 In the **Find User: Name** field, enter the name of the user.
If you don't know the user's name, click  to search for the user name.
- 4 Click the **Details** tab.
- 5 Under **Personal Information**, type or change the user's personal information as appropriate.
- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to User Manager.
- 7 When you finish with the User Manager, click **Done** to return to the Administration page.

Note

- To perform this task, you must be a site administrator.

Maintaining a Site

Backing up a WebDB site

WebDB sites are contained entirely within your Oracle database. Therefore, each time you back up the database, you are also backing up the WebDB site and all of its contents.

For information on how to back up the database, see your database administrator.

Creating a new *interMedia* index



Before you configure the *interMedia* Text settings, you must first make sure that you have completed the installation and configuration instructions for setting up your environment for *interMedia* Text. Otherwise, *interMedia* Text may not be properly installed or unavailable to your end users. These instructions are available in the "*Oracle WebDB Installation Guide*."

When a basic or advanced search is performed on a WebDB site that has *interMedia* Text search capabilities, every word in each item on the WebDB site is compared to the search criteria, including the item's title, description, and keywords (as in basic search). To enable this feature, an *interMedia* index must be created, which contains an entry for every word in every item on the WebDB site.

While an index is being created, *interMedia* Text searching is not available for the WebDB site. Therefore, you should arrange with your database administrator to create this index every night so that newly added items are included in the index. If you cannot wait until the end of the business day--for example, if an urgent item requires immediate addition to the index, or if the current index has become corrupted--follow this procedure.

To create a new *interMedia* index:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Search** under Toolbox to display the Search Manager.

Maintaining a Site

- 3 Click the **InterMedia Text** tab.
- 4 Click **Drop Basic Index** to delete the existing index.
The button label changes to **Create Basic Index**.
- 5 Click **Create Basic Index**.
- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Performing a system purge

When a user deletes an item, the item may still reside in the database until a system purge is performed. In addition, items that have exceeded their duration period also remain in the database until they are purged.

To perform a system purge:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site** under Web Site Managers to display the Site Manager.
- 3 Click the **Items** tab.
- 4 Under **System Purge**, check **Purge Deleted Items** to remove all deleted items from the database, and/or check **Purge Expired Items** to remove all expired items.
If you do not check either boxes, nothing will be purged.
- 5 Click **Purge**.
- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Working with Folders

What are folders?



To perform any folder tasks, a user or group must have the appropriate folder privileges which are set by the folder owner or site administrator.

Folders are the basic building blocks of a WebDB site. All WebDB sites consist of folders, each of which contains content or items. The items accessible within a folder might include text files, graphical images, and even URLs for other related sites.

The WebDB home page is actually the WebDB site's **root folder**. Each folder has a navigation bar, from which you can navigate to other folders and areas on the site, and a content area, in which the folder's content appears.

Dividing your WebDB site into folders allows you to organize your content according to a structure similar to that on your PC, thus making it easier for users to find the information they need. You can make folders containing general information accessible to anyone who views the WebDB site, or you can restrict access to folders containing sensitive information to specific users who must first log on to the WebDB site.

A folder is a collection of related objects, including items and even other folders. For example, in a travel Web site you might have folders for Africa, Americas, and Europe.

To further refine your site's structure, you can create folders within folders (subfolders), which can be nested many levels deep depending on the complexity of your content and the broadness of your audience.

Folders have the following characteristics:

- Display text or graphical links to allow users to navigate to other folders, Web sites, text files, and so on.
- Provide structure to your WebDB site to organize content logically.

- Let you specify public or private folders to limit access to sensitive information to certain contributors.
- Let you assign different owners or contributors to each folder so that responsibility for WebDB site maintenance is shared between specified contributors.

Using the folder dashboard



The dashboard is designed to provide quick and easy access to the main folder features.

The folder dashboard appears below the folder title banner while in edit mode when

 is clicked.

Click any of the following buttons on the folder dashboard to perform the desired task:

Icon	Name	Description
	Add Item	Displays the Item Wizard to add an item to this folder.
	Add Folder	Displays the Folder Manager to create or edit folder(s).
	Folder Properties	Displays the Folder Manager from which you can define or edit the folder properties.
	Navigation Bar	Displays the folder's navigation bar display properties.
	Style Editor	Displays the Style Editor from which you can edit the style for the folder or create a new style for this folder.
	Administration	Displays the main Administration page from which you can access the various administration tools.
	View folder	Reverts from edit mode to view mode.

Other folder icons

	Add folder to interest list	Adds the folder to the user's interest list.
	Remove folder from interest list	Removes the folder from the user's interest list.

Note

- To use the Folder Manager, you must be either a folder owner or have the appropriate folder privileges.
- Dashboards are also available on the category and perspective pages.

What are the folder properties?

What are the folder properties?

After creating a folder or editing a folder, the Folder Manager allows you to configure and control the behavior and functionality of a particular folder. There are six folder properties tabs that contain specific folder configuration settings. You are not required to complete all the tab settings. However, each configuration tab allows you to control important aspects of the folder.

Tab Name	Description	More information, see topic:
Main	Identifies the folder to users, makes folder available to public users, and provides option to set folder's display order.	• "Displaying folders to public users" • "Selecting folder links on a folder page"
Style	Lets you customize the folder's style for the navigation bar, banner, and content area. If you don't change the style, the folder inherits the parent folder's style.	• "Assigning a style to a folder"
Image	Lets you choose the folder image and rollover image for the navigation bar as well as the banner image for the page title.	• "Choosing images for the navigation bar" • "Choosing a banner image for the page title"
Navigation Bar	Lets you choose the navigation bar to apply to the folder. Also, lets you select specific folder, category, and perspective links.	• "Choosing the navigation bar for a new folder" • "Customizing folder's navigation bar"
Users	Lets you grant folder privileges to users.	• "Granting folder privileges to users"
Groups	Lets you grant folder privileges to groups.	• "Granting folder privileges to groups"

What are the folder properties?

Notes

- To perform these tasks, you must be either a folder owner or have the appropriate folder privileges.
- If no user or group privileges are set, only the folder owner and site administrator can access the folder.

Creating Folders

Creating a folder



If you are creating a subfolder (a folder nested in a parent folder) that you want to make public to all users, make sure that the parent folder is also displayed to public users. Otherwise, the parent folder won't be displayed and the subfolder will be moved to the top of the hierarchy in the Site Map. This can be confusing for end users. See "Displaying folders to public users."

To create a folder on your WebDB site:

- 1 Locate the parent folder which will contain the new folder you want to create. The recommended way is to click the specific folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  at the upper-right of the folder page banner.
- 3 On the folder dashboard, click .
The Folder Manager is displayed.
- 4 In **Create Folder: Name** field, type a unique name for the folder.
- 5 In the **Title** field, type a unique name for the folder title.
- 6 Click **Create**.
- 7 Repeat steps 3-6 to create as many subfolders as you want to display inside the parent folder.
- 8 From the **Find Folder: Name** field, choose a folder by name.
- 9 Click **Edit** to configure or edit the folder properties.

Notes

- To configure the folder settings, see "What are the folder properties?"
- If you want a navigation bar to display with the folder page, configure the settings from the Folder Manager: Navigation Bar page. See "Choosing the navigation bar for a new folder."

Assigning a folder owner

The folder owner or site administrator has complete control over the folder including adding, deleting, moving, and approving items as well as assigning the folder style.

The site administrator or folder owner can assign one or more folder owner(s) using the Folder Manager. Folder owners can be one or more users or a groups.

To assign a folder owner:

- 1 Open a folder. The recommended way is to click the specific folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 On the folder dashboard, click .
- 4 From the Folder Manager, click the **Users** tab .
Or, if you want to assign a group to own the folder, click the **Groups** tab .
- 5 In the **Name** field, type a valid user name or group name to add to the folder's access list.
If you don't know the exact name, click . A box is displayed that lets you perform a search for the user or group name. You can use the wildcard character, %, to display a list of users or groups with your search criteria.
- 6 Click **Add to Access List**. The user or group is added to the access list displayed on this page.
- 7 Beside the user or group name, check **Own**.
- 8 You can assign multiple users or groups as folder owners.
- 9 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.
The user(s) you selected is assigned as the folder owner.

Note

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Displaying folders to public users

Enabling this option allows public users (users who are not logged on) to view this folder and its contents.

You can decide to display folders to public users when you are creating a folder or you can enable this feature later.



If you are creating a subfolder (a folder nested in a parent folder) that you want to make public to all users, make sure that the parent folder is also displayed to public users. Otherwise, the parent folder won't be displayed and the subfolder will be moved to the top of the hierarchy in the Site Map. This can be confusing for end users.

To display a folder to public users:

- 1 Click  or the Folder link on the Administration page to display a list of folders you have access to.
- 2 Locate the folder you want to work on.
 - If you are creating a folder, click .
 - If you are editing a folder, click .
- 3 On the Folder Manager: Main page, check **Display This Folder To Public Users**.
- 4 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- If this option is not selected, only the site administrator, folder owner, and contributors with the "Manage Items privilege" can view this folder.

Assigning a style to a folder

A newly-created folder has the same style or appearance as the parent folder. However, if you want a different appearance for a folder, you can assign another style to it.



Before you make any edits, check the folder path displayed below the Folder Manager's banner to ensure that you are in the correct folder.

To assign a style to a specific folder:

- 1 Locate the folder you want to edit. The recommended way is to click the specific folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click the folder link to display its folder page.
- 3 Click  to enter edit mode.
- 4 On the folder dashboard, click .
- 5 From the **Select New Style** list, choose the style you want to assign to this folder.
- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.
The folder style is changed.
- 7 You may need to click your browser's Reload button to refresh your screen and display your changes.

Note

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Granting folder privileges to users

Folder owners or site administrators can control which users can view, create, and manage items in a folder. They do this by granting or revoking folder privileges to users. Users with the appropriate privileges are known as *contributors* who can add or edit items in a given folder.



Before you make any edits, check the folder path displayed below the Folder Manager's banner to ensure that you are in the correct folder.

To grant folder privileges to users:

- 1 Open a folder. The recommended way is to click the specific folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 On the folder dashboard, click .
- 4 From the Folder Manager, click the **Users** tab .
- 5 In the **Name** field, type a valid user name to add to the folder's access list
If you don't know the exact user name, click . A box is displayed that lets you perform a search for the user's name. You can use the wildcard character, %, in your search criteria.
Note You can only add a user that is a member of the User Manager list. See "Creating a user" to add a user to this list.
- 6 Click **Add to Access List**.
The user is added to the **User Access List** displayed on this page.
- 7 Beside each user name, choose which privileges you want to grant to each user by checking the appropriate check box(es):
 - **Own:** User is the owner of this folder. The user has full privileges to this folder and can perform any task on items in this folder including adding, editing, moving, and deleting items.
 - **View:** User can view this folder.

- **Style:** User can modify the folder's style.
 - **Manage Items:** User can add or edit items to this folder. End-users can immediately view this item from the WebDB site.
 - **Create With Approval:** User can add items to this folder, but the folder owner must approve the item before it is displayed on the WebDB site.
- 8 Repeat steps 5-7 for each user you want to add to the access list for this folder.
- 9 Choose any of the following buttons:
- Click **Apply** to save your settings and continue working.
Note If you have many users to add, you can click **Apply** to save your current changes and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click **Finish** to return to the folder page.
 The user(s) you selected are granted the appropriate folder privileges.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- To revoke folder privileges, uncheck the appropriate user access check boxes.
- Folder privileges can also be granted to groups of users.

Granting folder privileges to groups

Folder owners or site administrator can control which groups can view, create, and manage items in a given folder. They do this by granting or revoking folder privileges. Groups with the appropriate privileges are known as *contributors* who can add or edit items in a given folder.



Before you make any edits, check the folder path displayed below the Folder Manager's banner to ensure that you are in the correct folder.

To grant folder privileges to group(s):

- 1 Open a folder. The recommended way is to click the specific folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 On the folder dashboard, click .
- 4 From the Folder Manager, click the **Groups** tab .
- 5 In the **Name** field, type a valid group to add to the folder's access list.
If you don't know the exact group name, click . A Search box is displayed from which you can perform a search for the group's name. You can use the wildcard character, %, in your search criteria.
Note You can only add a group that is a member of the Group Manager list. See "Creating a Group" to add a group to this list.
- 6 Click **Add to Access List**.
The group is added to the **Group Access List** displayed on this page.
- 7 Beside each group name, choose which privileges you want to grant to the group by checking the appropriate check box(es):
 - **Own:** Group is the owner of this folder. The group has full privileges to this folder and can perform any task on items in this folder including adding, editing, moving, and deleting items.
 - **View:** Group can view this folder.

- **Style:** Group can modify the folder's style.
 - **Manage Items:** Group can add or edit items in this folder. End-users can immediately view this item from the WebDB site.
 - **Create With Approval:** Group can add items to this folder, but the folder owner must approve the item before it is displayed on the WebDB site.
- 8 Repeat steps 5-7 for each group you want to add to the access list for this folder.
- Click **Apply** to save your settings and continue working.
Note If you have many groups to add, you can click **Apply** to save your current changes and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click **Finish** to return to the folder page.
 The group(s) you selected are granted the appropriate folder privileges.

Notes

- A site administrator or folder owner can also grant folder privileges to specific users.
- To revoke folder privileges, uncheck the appropriate group access check boxes.
- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Selecting folder links on a folder page

This task is relevant when you have subfolders, also known as nested folders (folders contained in a parent folder).



Before you make any edits, check the folder path displayed below the Folder Manager's page banner to ensure that you are in the correct folder.

By performing this task, you control the order in which the folders on your WebDB site are displayed. However, from the Site Map, folders are presented in alphabetical order at each level of the hierarchy (root folder, parent folder, subfolder).

To select folder links on a folder page:

- 1 Choose the folder you want to edit. The recommended way is to click the specific folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  to enter edit mode.
- 3 On the folder dashboard, click .
- 4 On the Main page, check **Display These Folders**.
- 5 A list of folders contained within the folder is displayed. Select the folder you want to move and then click the appropriate arrowhead icon.
 - Select  to move the folder to the top of the list.
 - Select  to move the folder one position down.
 - Select  to move the folder one position up.
 - Select  to move the folder to the bottom of the list.

- 6 Choose any of the following buttons:
- Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.

Note

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Choosing a navigation bar for a new folder



Before you make any edits, check the folder path displayed below the Folder Manager's banner to ensure that you are in the correct folder.

After you create a new folder, you may want to choose a navigation bar to associate with the new folder. By default, a new folder inherits the navigation bar from its parent folder.

To choose the navigation bar for a new folder:

- 1 After you create a folder on the Folder Manager: Create and Find page, click the **Edit** button to display the Folder Manager.
- 2 Click the Navigation Bar tab.
- 3 Choose from any of the following navigation bar choices:

- ☐ Use Default (Folder: WebDB Site)
- ☒ Inherit From Parent Folder (Folder: WebDB Site) [Edit](#)
- ☐ Customize

- **Use Default:** This folder inherits the root folder's navigation bar.
- **Inherit From Parent Folder:** This folder uses the same navigation bar as its parent folder (folder containing this folder).
- **Customize:** If you choose the **Customize** option, you want to customize or design your own navigation bar for this folder.
Note If you don't see these three choices (Default, Inherit From Parent Folder, Customize), the folder has already been customized. For more information, see "Customizing the folder's navigation bar"

- 4 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous setting.
 - Click **Finish** to return to the folder page after all edits are completed.
The selected navigation bar is applied to this folder.
- 5 You may need to click your browser's Reload button to refresh your screen and display your changes.
- 6 For Default and Inherit From Parent Folder options, if you have the appropriate folder privileges, the **Edit** link is displayed. If desired, click the link to modify the navigation bar elements and links.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Customizing a folder's navigation bar

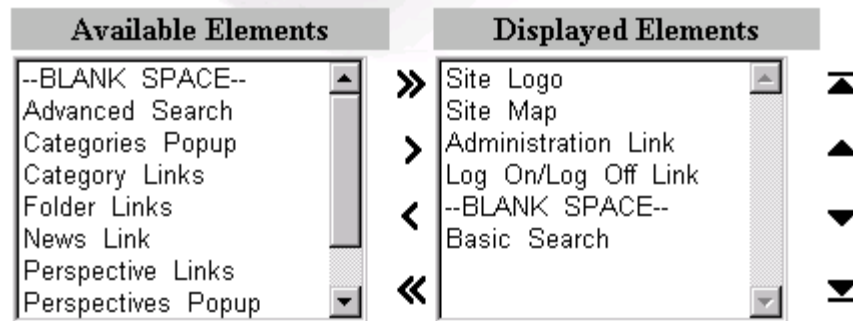


Before you make any edits, check the folder path displayed below the Folder Manager's banner to ensure that you are in the correct folder.

You can choose to customize your folder's navigation bar at any time. Elements that you can choose to display include the site name and logo, administration link, search, category and perspective lists, folder links, category links, perspective links, and so on.

To customize the folder's navigation bar and choose specific links to display:

- 1 Locate the folder you want to edit. The recommended way is to click the specific folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  at the upper-right of the folder page banner.
- 3 On the folder dashboard, click .
The Folder Manager is displayed.
Note If you are creating a new folder and have not previously customized the navigation bar, see "Choosing the navigation bar for a new folder."
- 4 From the **Available Elements** list, choose the elements that you want to display on the navigation bar for this folder. The selected elements are moved to the **Displayed Elements** list.



- 5  If you chose to display folder links, category links, or perspective links, you must also choose which specific links to display on the navigation bar. You can choose specific links from the appropriate list boxes: Available Folder Links, Available Category Links, Available Perspective Links. Hold down the Shift key to select multiple links. Use the move buttons, to move the appropriate **Available Links** to the appropriate **Displayed Links** lists.
- Click **»»** to move all links over to the Displayed Links list.
 - Click **>** to move the selected link(s) over to the Displayed Links list.
 - Click **<** to move the selected link(s) back to the Available Links list.
 - Click **««** to move all links back to the Available Links list.
- 6 Choose any of the following buttons:
- Click **Apply** to save your settings and continue working.
 - Click **Re-Define** to return to the page displaying the navigation bar options (Use Default, Inherit From Parent Folder, Customize).
 - Click **Finish** to return to the folder page after all edits are completed. The customized navigation bar is applied to this folder.
- 7 You may need to click your browser's Reload button to refresh your screen and display your changes.

Creating Folders

Note

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

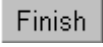
Choosing images for the navigation bar

Instead of having a folder text link on the navigation bar, you can choose an image to represent a folder. In addition, you can have a rollover image applied to this image for greater visual effect. Thus, as the user moves the cursor to and away from the image, the image changes to and from the image and rollover image.



Before you make any edits, check the folder path displayed below the Folder Manager's banner to ensure that you are in the correct folder.

To choose an image and a rollover image to display on the navigation bar:

- 1 Locate the folder you want to associate with image(s). The recommended way is to click the specific folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  to enter edit mode.
- 3 On the folder dashboard, click .
- 4 Click the **Image**  tab.
- 5 In the **Title Image on Navigation Bar: Image** field, type the fully-qualified directory path and name of the graphical image or browse to the location containing the appropriate image.
This image appears on the navigation bar instead of the folder's title.
- 6 You can also associate a rollover image for this folder. In the **Rollover Image** field, type or browse to the appropriate graphical image.
- 7 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.

Creating Folders

The image(s) are displayed on the navigation bar if the site administrator or folder owner added this folder link on the navigation bar. See "Customizing folder's navigation bar."

- 8 You may need to click your browser's Reload button to refresh your screen and display your changes.

Note

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Choosing a banner image on the page title

A banner image appears at the top of the content area above the Quickpick area.



Before you make any edits, check the folder path displayed below the Folder Manager's banner to ensure that you are in the correct folder.

To choose a banner image to display on the page title:

- 1 Locate the folder you want to edit. The recommended way is to click the specific folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  to enter edit mode.
- 3 On the folder dashboard, click .
- 4 Click the **Image**  tab.
- 5 In the **Banner Image: Image** field, type the fully-qualified directory path and name of the graphical image or browse to the location containing the appropriate graphical image.
- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.
The image is displayed on the page title.
- 7 You may need to click your browser's Reload button to refresh your screen and display your changes.

Note

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Managing Folders

Moving a folder

To move a folder:

- 1 Click  or the Folder link on the Administration page. The Folder Manager Tree is displayed.
- 2 Locate the folder you want to move.
- 3 Next to the folder, click . The Move Folder page is displayed.
- 4 Navigate to the folder to which you want the folder moved.
 - Click  to open the folder.
 - Click  to close the folder.
 - Click  to move the folder into the selected folder.

Note

- To perform this task, you must be a folder owner, site administrator, or have the appropriate folder privileges on *both* the folder you are moving from and to.

Deleting a folder



When you delete a folder, all subfolders and items in these folders are also deleted. You cannot undo this action.

To delete a folder:



Before you make any edits, check the folder path displayed below the Folder Manager's banner to ensure that you are in the correct folder.

- 1 Click  or the Folder link on the Administration page. The Folder Manager Tree is displayed.
- 2 Locate the folder you want to delete.
- 3 Next to the folder, click . The Delete Folder page is displayed.
- 4 Click **Yes** to delete the folder. The folder is deleted from the WebDB site.

Note

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Deleting a personal folder



When you delete a folder, all subfolders and items in these folders are also deleted. You cannot undo this action.

A personal folder contains content belonging to a specified user.

To delete a personal folder:



Before you make any edits, check the folder path displayed below the Folder Manager's banner to ensure that you are in the correct folder.

- 1 Click  or the Folder link on the Administration page. The Folder Manager Tree is displayed.
- 2 Click  to open the Personal Folders folder. Nested folders named a to z are listed on the Folder Manager.
- 3 Click  next to the letter representing the starting letter of the personal folder you want to delete. Subfolders for each user with a personal folder are displayed.
- 4 Next to the user's personal folder, click .
The Delete Folder page is displayed.
- 5 Click **Yes** to delete the selected folder.
The folder is deleted from the WebDB site.

Note

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Working with Items

What are items?

Items are the information building blocks on your WebDB site. All content on your WebDB site such as text, graphics, or links are added as items. When you add an item, WebDB lets you specify its title, display option, and optional information about the item.

Item Types

When adding items, you can choose any of the following item types.

Item Type	Description
URL	Adds a URL to a folder. The title of each URL item is displayed as a link which users can click to view another Web site or Web page.
File	Uploads a file and stores it in your WebDB site. Each file item title is displayed as a link. Users can click the link to view the file or download the file to their computer.
Text Item	Places text (up to 32KB) on your WebDB site. When you add a text item to a folder, the item's title is displayed on the folder's page as a link which users click to display the text.
Imagemap	Inserts an imagemap with clickable regions and associated URLs on your WebDB site.
Folder Link	Places a link to a folder on your WebDB site.
WebDB Component	Adds a WebDB component such as forms, menus, frame drivers, and Oracle Reports to your WebDB site. These components are created in the WebDB component builder with the appropriate build wizard. The title of each WebDB component item is displayed as a link which users can click to execute the component. See your WebDB documentation for information on building WebDB components.

What are items?

PL/SQL Call	Displays the results of some PL/SQL code. The title of each PL/SQL call is displayed as a link which users click to execute.
Multiple Files	Uploads multiple, separately independent files into a specific folder. The title of each multiple file item is displayed as a link which users can click to view the files or download them to their computer.

Note

- You can also add News, Announcements, and Quickpick items and associate any of the above item types to these items.

How do you manage items?



Item management tools are displayed only in edit mode. Move your cursor over a tool to display its tool tip.

When adding or editing items, click any of the following item management tools which may be displayed beside the item:

Icon	Name	Description
	Add sub-item	Displays the Item Wizard to add a sub-item to the selected item.
	Add an item below this item	Displays the Item Wizard to add a new item after the selected item.
	Edit item	Displays the Item Manager to allow you to change the required or optional item settings.
	Delete item	Removes the item from the folder.
	Expire item	Causes the selected item to expire. The item is no longer visible to a user. Note To reset the expiration period, click  and choose a new expiration period.
	Move item	Displays the Move Item page. You can move the item to another location in the same folder or move it to another folder entirely.
	Move item up	Automatically moves the selected item above the previous item.
	Move item left	For Quickpick items, you can move an item to the left with the move left button.
	Check-out item	Applies only to items enabled for check-out. See adding or editing an item. When an item is checked out, no other contributor can edit the item. The message, Checked out by: <i>USERNAME</i> is displayed with the checked-out item and the Edit tool is not available.

How do you manage items?

	Check-in item	Applies only to items that have been checked-out and that were enabled for check-out. See "Checking-in and checking-out an item." Contributor returns the updated item to the folder after editing it.
	Multiple files item	Indicates that the item has multiple referenced files associated with it.
	Multiple files missing file item	Indicates that the item is missing a referenced file(s). Click to display the Multiple Item page from which you can download the missing files.
	Approve item	Displays on the News administrator or site administrator's home page. They are responsible for approving items. Note This icon is displayed only for items which are added by contributors who have the "Create With Approval privilege."
	Task Help	Displays task-based help which includes how-to topics, table of contents, index, and full-text search capabilities.
	Context Help	Displays context-sensitive help for the current page.

What are the item display options?



You cannot edit an item's display option once it is added to a folder. The item's display option is determined when you add an item to a folder for the first time with the Item Wizard.

The display option you choose determines where the item will be located on the rendered Web page. The following illustration shows where items typically appear on a given page:



- The blue vertical bar in the left frame is the navigation bar.
- The entire area in the right frame refers to the content area.
- The green strip in the right frame is the title banner.

Quickpick Items

Quickpicks are the most prominent items on a folder page. Quickpicks are displayed at the center-top of each folder page. The Quickpick display option should be reserved for items requiring easy access and high visibility.

Announcement Items

Announcements are displayed directly below any Quickpicks and receive immediate attention. Announcement text is centered and stacked vertically on the home or folder page by title.

What are the item display options?

Use this type of item to introduce information to the general public. For example, you might announce the appointment of a member of the board or the date of a important corporate event.

News Items

News items are usually time-sensitive items. They are displayed as text links by title under the **News** banner on each folder page.

Public users can add News items to the root folder providing the site administrator has checked the Enable Public Users to Contribute News feature.

Regular Items

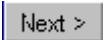
Regular items receive no special display treatment. The title of each Regular item is displayed along with all other Regular items, below all the special banners. Regular items are displayed under a category banner grouped by category (in alphabetical order).

Adding Items

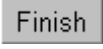
Adding a Quickpick item

Quickpicks are the most prominent items on a folder page. Quickpicks are displayed at the center-top the folder page. Quickpick items should be reserved for items requiring easy access and high visibility.

To add a Quickpick item to a folder:

- 1 Locate the folder in which you want to add a Quickpick item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 Click  on the folder dashboard.
The Item Wizard is displayed.
- 4 From the **Item type** list, choose the type of item for the Quickpick item. For example, your Quickpick item can be a URL, text, or file item.
Note The fields that are displayed in the remaining wizard pages may vary depending on the selected item type.
- 5 In the **Display Option** field, make sure that **Quickpick** is selected. The Display Option determines where the item will be displayed on the rendered page. Quickpick items are displayed above News and Announcement items.
- 6 Click .
- 7 On the next page, complete the fields as required. For example, if your selected item type is "File", the displayed fields include: **File Name**, **Title**, **Description**, **Expiration Period**.
- 8 Click .

Adding Items

- 9 Complete the optional settings which may include: **Image**, **Basic Search Keywords**, **Author**, **Display In Full Browser Window**, and **Enable Item Check-out**.
- 10 Choose any of the following buttons:
 - Click  to return to the folder page. The Quickpick item is displayed on the folder page.
 - Click  to exit the wizard. No changes were made.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- The title you specify determines the item's link text. It is displayed on the folder page and is visually identified to end users as a link.
- The description text you provide is displayed directly under the item's title wherever the title is displayed.

Adding an Announcement item

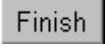
Announcements are displayed directly below any Quickpicks and receive immediate attention. Announcement text is centered and stacked vertically on the home or folder page by title.

Use this type of item to introduce information to the general public. For example, you might announce the appointment of a member of the board or the date of a big corporate event.

To add an Announcement item to a folder:

- 1 Locate the folder in which you want to add an Announcement item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 Click  on the folder dashboard.
The Item Wizard is displayed.
- 4 From the **Item type** list, choose the type of item you want to add as an Announcement item. For example, your Announcement item can be a URL, text, or file item.
Note The fields that are displayed in the remaining wizard pages may vary depending on the selected item type.
- 5 In the **Display Option** field, make sure that **Announcement** is selected. The Display Option determines where the item will be displayed on the rendered page. Announcement items are displayed below Quickpick items and above News items.
- 6 Click .
- 7 On the next page, complete the fields as required. For example, if your selected item type is "File," the displayed fields include: **File Name**, **Title**, **Description**, **Expiration Period**.
- 8 Click .

Adding Items

- 9 Complete the optional settings which may include: **Image, Basic Search Keywords, Author.**
- 10 To enable these options, check **Display In Full Browser Window** and **Enable Item Check-out.**
- 11 Choose any of the following buttons:
 - Click  to return to the folder page. The Announcement item is displayed on the folder page.
 - Click  to exit the wizard. No changes were made.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- The title you specify determines the item's link text. It is displayed on the folder page and is visually identified to end users as a link.
- The description text you provide is displayed directly under the item's title wherever the title is displayed.

Adding a News item

Before a contributor can add a News item, the site administrator must first set up the WebDB site to enable the news feature. If the news feature is not enabled, the "Add News" link and **News** banner are not displayed on the WebDB site's home page and contributors cannot add News items.

Public users can add News items by clicking the **Add News** link. These News items are added to the root folder. However, to add News items to any other folder on the WebDB site, a user must log on and have the appropriate privileges to that folder.

To add a News item to a particular folder:

- 1 On the WebDB home page or a folder page, directly above the **News** banner, click the **Add News** link. The Item Wizard is displayed.
 - **Note** The Add News link may have another name, such as "What's Hot", depending on the administrator's preference. See "Customizing link text for the navigation bar and content area."
- 2 In the **Item Type** field, choose the type of item for the News item. For example, your News item can be a URL, text, or file item.
 - **Note** The fields that are displayed in the Item Wizard may vary depending on the Item Type you select.
- 3 In the **Display Option** field, make sure that **News** is selected. The Display Option determines where the item will be displayed on the rendered page. News items are displayed below Quickpick and Announcement items.

Note The fields that are displayed in the remaining wizard pages may vary depending on the selected item type.
- 4 Click .
- 5 On the next page, complete the fields as required. For example, if your selected item type is "File," the displayed fields include: **File Name**, **Title**, **Description**, **Expiration Period**.
- 6 Click .
- 7 Complete the optional settings which may include: **Image**, **Basic Search Keywords**, **Author**, **Display In Full Browser Window**, and **Enable Item Check-out**.

Adding Items

8 Choose any of the following buttons:

- Click  to return to the folder page. The News item is displayed below the **News awaiting approval** banner. The site administrator or news administrator must approve the News item before they are displayed to the public.
- Click  to exit the wizard. No changes were made.

Notes

- Any user can add a News items as long as the WebDB site was enabled to allow public users to add News items.
- You can also add a News item by accessing the Item Wizard directly.

Adding a Regular item

When adding an item, you can choose from several item types. The item type establishes a specific display and behavior for that item. This allows your Web browser to display the item and also allows your users to interact with the item appropriately.

WebDB also allows you to create a custom item type and to add an item based on the custom item type.

When adding an item with the Item Wizard, you can choose from the following item types:

- URL item
- File item
- Text item
- Imagemap item
- Folder Link item
- WebDB Component item
- PL/SQL Call item
- Multiple items
- Item based on custom item type

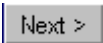
Notes

- To add a Regular item, you must be either a folder owner or have the appropriate folder privileges.
- When adding or editing an item, if the **Title** field is left blank, the link text that appears is "View."

Adding a URL item

The title of each Uniform Resource Locator (URL) item is displayed as a link which users can click to display another Web site or Web page.

To add a URL item to a specific folder:

- 1 Locate the folder to which you want to add a URL item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 Click  on the folder dashboard.
The Item Wizard is displayed.
- 4 From the **Item type** list, choose **URL**.
- 5 Choose a **Display Option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed in the remaining wizard pages may vary depending on the selected display option.
- 6 Click .
- 7 In the **URL** field, type the URL address or HTML page location that the item is linked to.
 If you want to add an e-mail link, type the appropriate HTML code containing the person's e-mail address. For example, type "mailto:user@company.com" in the URL field.
- 8 Complete the remaining required setting fields for the item: **Title**, **Category**, **Description**, and **Expiration Period**.
- 9 Click .

- 10 Complete the optional settings: **Perspectives**, **Image**, **Basic Search Keywords**, **Author**, **Display In Full Browser Window**, and **Enable Item Check-out**.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.
- 11 Choose any of the following buttons:
- Click  to return to the folder page. The item is added to this folder.
 - Click  to exit the wizard. No changes were made.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- The title you specify determines the item's link text. It is displayed on the folder page and is visually identified to end users as a link.
- The description text you provide is displayed directly under the item's title wherever the title is displayed.
- You must choose a category for a Regular item. You optionally assign perspective(s) to an item.

Adding a file item

When you add a file item, the title is displayed as a link. Users can click the link to view the item's content or choose to download the file to their computer.



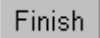
Use the file item type to add a single file item. This file can contain references to other files such as image file(s) or other HTML file(s).

If you want to quickly add and upload separately independent items into the same folder, add them as multiple files. For more information on how to do this, see "Adding multiple files."

In edit mode, a file item containing referenced files or images is identified by  (sub-items icon) beside the item. If  appears beside the item in edit mode, this indicates that referenced file(s) are missing. Click  to display the Multiple File Item Files page from which you can upload the referenced file(s). See "Why aren't referenced files or images displayed when I view the item?"

To add a file item to a specific folder:

- 1 Locate the folder to which you want to add a file item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **File**.
- 5 Choose a **Display Option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed in the remaining wizard pages may vary depending on the selected display option.
- 6 Click .
- 7 In the **File Name** field, type or browse to the location of the specific file that the item is linked to.

- 8 Complete the remaining required setting fields for the item: **Title**, **Category**, **Description**, and **Expiration Period**.
- 9 Click .
- 10 Complete the optional settings: **Perspectives**, **Image**, **Basic Search Keywords**, **Author** of the item.
- 11 To enable these options, check **Enable Item Check-out**.
- 12 Choose any of the following buttons:
 - Click  to return to the folder page. The item is added to this folder.
 - Click  to exit the wizard. No changes were made.



If you are adding a file item that was created in a specialized program, make sure to check that the end user can properly download and open this file. If your particular file extension was not added to the Oracle WebDB Listener Multipurpose Internet Mail Extension (MIME) settings, the *.exe extension is appended. When the user tries to open this file, it may fail to open. If you want WebDB to automatically append the correct extension to your particular file type, ask your WebDB administrator to add your particular file type to the MIME Types set.

See "Why can't I open the file I downloaded from the WebDB site?"

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- The title you specify determines the item's link text. It is displayed on the folder page and is visually identified to end users as a link.
- The description text you provide is displayed directly under the item's title wherever the title is displayed.
- You must choose a category for a Regular item. You optionally assign perspective(s) to an item.

Adding Items

-  If you want to include an e-mail link as part of the description, type the appropriate HTML code containing the person's e-mail address. For example, in the **Description** field, type:

If you want more information or have questions about this document, please send your comments to .

Adding a text item

Choosing the text item type places text (up to 32KB) or HTML code on your WebDB site. When you add a text item to a folder, the item's title is displayed on the folders page as a link which users click to display the text.

To add a text item to a specific folder:

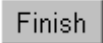
- 1 Locate the folder to which you want to add a text item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **Text Item**.
- 5 Choose a **Display Option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed in the remaining wizard pages may vary depending on the selected display option.
- 6 Click .
- 7 In the **Text** field, type the text that is displayed on the rendered page when the text title is clicked.
- 8 Complete the remaining required setting fields for the item: **Title**, **Category**, **Description**, and **Expiration Period**.
- 9 Click .
- 10 Complete the optional settings: **Perspectives**, **Image**, **Basic Search Keywords**, **Author** of the item.

Adding Items

- 11 To enable these options, check the **Display In Frame**, **Display In Place**, **Display In Full Browser Window**, and **Enable Item Check-out**.

- If **Display In Frame** and **Title** is left blank, the link is titled View...
- If **Display In Place** and **Title** is left blank, then no title or link is displayed and the text is displayed directly in the frame.

- 12 Choose any of the following buttons:

- Click  to return to the folder page. The item is added to this folder.
- Click  to exit the wizard. No changes were made.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- The title you specify determines the item's link text. It is displayed on the folder page and is visually identified to end users as a link.
- The description text you provide is displayed directly under the item's title wherever the title is displayed.
- The font size and style of this text is controlled by the Text Item setting of the selected style from the Style Manager.
- You must choose a category for a Regular item. You optionally assign perspective(s) to an item.

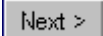
Adding an imagemap item

An imagemap is an image (usually large) with clickable regions that when clicked instruct the browser to load a specific document. Typically, the image has many hot regions and each hot region is associated with the URL of the document that gets loaded.

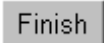
Imagemaps are visually appealing and provide an easy way for users to navigate around a site.

When you add an imagemap item to a folder, the imagemap is displayed on the folder page.

To add an imagemap item to a specific folder:

- 1 Locate the folder to which you want to add an imagemap item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 On the folder dashboard, click .
- 4 The Item Wizard is displayed. From the **Item type** list, choose **Imagemap**.
- 5 Choose a **Display Option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed in the remaining wizard pages may vary depending on the selected display option.
- 6 Click .
- 7 In the **Image** field, type or browse to the location of the specific imagemap file that the item is linked to.
- 8 In the **Imagemap** field, type (or copy and paste) the entire MAP tag in standard http format. To create a map file, you must define the hot regions for the image and which associated URLs are linked to these regions. Refer to an HTML reference book for more information on creating imagemap files.
- 9 In the **Imagemap Name** field, type a name. This name must be identical to the MAP tag's map name from the Imagemap field above.

Adding Items

- 10 Complete the remaining required setting fields for the item: **Imagemap Name**, **Category**, **Description**, and **Expiration Period**.
- 11 Click .
- 12 Complete the optional settings: **Perspectives**, **Basic Search Keywords**, **Author** of the item.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.
- 13 To enable these options, check **Display In Full Browser Window** and **Enable Item Check-out**.
- 14 Choose any of the following buttons:
 - Click  to return to the folder page. The item is added to this folder.
 - Click  to exit the wizard. No changes were made.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- The title you specify determines the item's link text. It is displayed on the folder page and is visually identified to end users as a link.
- The description text you provide is displayed directly under the item's title wherever the title is displayed.
- You must choose a category for a Regular item. You optionally assign perspective(s) to an item.

Adding a folder link item

When you add a folder link item to your WebDB site, users can click the folder link to display the folder.

To add a folder link item to a specific folder:

- 1 Locate the folder to which you want to add a folder link item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **Folder Link**.
- 5 Choose a **Display Option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed in the remaining wizard pages may vary depending on the selected display option.
- 6 Click .
- 7 A page similar to the Site Map is displayed enabling you to locate any folder on your WebDB site. Choose the folder for which you want a link to.
 - Click  to expand the WebDB root folder and display all folders on the WebDB site you have access to.
 - Next to the folder, click  to add a link to the folder.
- 8 Click .
- 9 Type information for the required settings: **Title**, **Category**, **Description**, and **Expiration Period**.
- 10 Click .

Adding Items

- 11 Complete the optional settings: **Perspectives**, **Image**, **Basic Search Keywords**, **Author** of the item.

Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.

- 12 To enable these options, check **Display In Full Browser Window** and **Enable Item Check-out**.

- 13 Choose any of the following buttons:

- Click  to return to the folder page. The item is added to this folder.
- Click  to exit the wizard. No changes were made.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- The title you specify determines the item's link text. It is displayed on the folder page and is visually identified to end users as a link.
- The description text you provide is displayed directly under the item's title wherever the title is displayed.
- You must choose a category for a Regular item. You optionally assign perspective(s) to an item.

Adding a WebDB component item

The title of the WebDB component item is displayed as a link which end users can click to execute the component.

Note When adding a WebDB component of type "Oracle Reports", you can choose to have the end user execute the report immediately when the user clicks the item's link. Or, you can have the Oracle Reports' Parameter Form display when the Oracle Reports item is clicked. This display functionality is controlled by the "Display Parameter Form" radio button on the WebDB Components Optional Settings page in the Item Wizard.

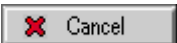
To add a WebDB component item to a specific folder:

- 1 Locate the folder to which you want to add a WebDB component item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **WebDB component**.
- 5 Choose a **Display Option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed in the remaining wizard pages may vary depending on the selected display option.
- 6 Click .

- 7 From the **WebDB Component** list, choose the appropriate WebDB component that you want to add to this folder on your WebDB site.



WebDB Components are only available if WebDB is installed on your database. In addition, WebDB components such as forms, menus, frame drivers, and Oracle Reports must have been created with the appropriate component build wizard to appear on this list. See your WebDB documentation for information on building WebDB components.

- 8 Complete the remaining required setting fields for this item: **Title**, **Category**, **Description**, and **Expiration Period**.
- 9 Click  to display the Optional Settings and Values page.
- 10 Complete the optional settings: **Perspectives**, **Image** associated with the item, **Basic Search Keywords**, **Author** of the item.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.
- 11 To enable these options, check **Display In Frame**, **Display In Place**, **Display In Full Browser Window**, and **Enable Item Check-out**.
 - If **Display In Frame** and **Title** is left blank, the link is titled View...
 - If **Display In Place** and **Title** is left blank, then no title or link is displayed and the text is displayed directly in the frame.
 - **Note** If the WebDB component you want to add is an Oracle Reports item, the **Display Parameter Form** radio button is displayed. Choose this radio button if you want to display the Oracle Reports' Parameter Form to let end users customize the parameters before running the report. If not selected, then the report runs immediately when the user clicks the Oracle Reports item link.
- 12 Choose any of the following buttons:
 - Click  to return to the folder page. The item is added to this folder.
 - Click  to exit the wizard. No changes were made.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- A WebDB Component item is executed as the owner of the component.
- The title you specify determines the item's link text. It is displayed on the folder page and is visually identified to end users as a link.
- The description text you provide is displayed directly under the item's title wherever the title is displayed.
- You must choose a category for a Regular item. You optionally assign perspective(s) to an item.

Adding a PL/SQL call item

The title of a PL/SQL call item is displayed as a link which end users can click to execute the stored procedure and display the results.

To add a PL/SQL call item to a specific folder:

- 1 Locate the folder to which you want to add a PL/SQL call item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose **PL/SQL Call**.
- 5 Choose a **Display Option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed in the remaining wizard pages may vary depending on the selected display option.
- 6 Click .
- 7 In the **PL/SQL code** field, type the appropriate PL/SQL code that executes when this item is clicked.
- 8 Type or choose the required setting fields for the item: **Title**, **Category**, **Description**, and **Expiration Period**.
- 9 Click .
- 10 Complete the optional settings: **Perspectives**, **Image**, **Basic Search Keywords**, **Author** of the item.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.

- 11 To enable these options, check **Select the Display In Frame**, **Display In Place**, **Display In Full Browser Window**, and **Enable Item Check-out**.
 - If **Display In Frame** and **Title** is left blank, the link is titled View...
 - If **Display In Place** and **Title** is left blank, then no title or link is displayed and the text is displayed directly in the frame.
- 12 Choose any of the following buttons:
 - Click  to return to the folder page. The item is added to this folder.
 - Click  to exit the wizard. No changes were made.

Notes

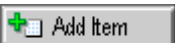
- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- A PL/SQL item is executed as the user who created the item. Therefore, only the user who created a PL/SQL item may edit the item. Even folder owners or users with the Manage Items privilege may not edit PL/SQL items that they did not create.
- The title you specify determines the item's link text. It is displayed on the folder page and is visually identified to end users as a link.
- The description text you provide is displayed directly under the item's title wherever the title is displayed.
- You must choose a category for a Regular item. You optionally assign perspective(s) to an item.

Adding multiple files

The multiple files item type lets you add many files (up to ten separate files) to a specific folder. When added, the titles of the multiple file items are displayed as links which users can click to view the files or download them to their computer.

In edit mode, a multiple file item containing referenced files or images is identified by  (sub-items icon) beside the item. If  appears beside the item in edit mode, this indicates that referenced file(s) are missing. Click  to display the Multiple File Item Files page from which you can upload the referenced file(s). See "Why aren't referenced files or images displayed when I view the item?"

To add multiple files to a specific folder:

- 1 Locate the folder to which you want to add a multiple items. The recommended way is to click the folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose the **Multiple Files** item.
- 5 Choose a **Display Option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed in the remaining wizard pages may vary depending on the selected display option.
- 6 Click .
- 7 Choose a **Category** and **Expiration Period** for the multiple file item(s).
Note All files must belong to the same category and have the same author and expiration period.
- 8 In each **File Name** field, type or browse to locate the file you want to add to this folder. Repeat this step until all files are added.
- 9 If desired, check **Enable Item Check out**.

10 Choose any of the following buttons:

- Click **Apply** to add the files this folder and are displayed on the folder page as separate items.
- Click  to exit the wizard. No changes were made.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- The title you specify determines the item's link text. It is displayed on the folder page and is visually identified to end users as a link.
- The description text you provide is displayed directly under the item's title wherever the title is displayed.
- You must choose a category for a Regular item. You optionally assign perspective(s) to an item.

Adding an item based on a custom item type



You must first make sure that a custom item type is created and available before creating an item based on a custom item type.

To add an item based on a custom item type:

- 1 Locate the folder to which you want to add an item based on a custom item type. The recommended way is to click the folder link from under the **Owned folders** banner on your home page.
If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner.
- 3 Click  on the folder dashboard.
- 4 The Item Wizard is displayed. From the **Item type** list, choose the name of the custom item type. The fields in the following example is for a custom item type based on a URL item type.
- 5 Choose a **Display Option** which determines where the item will be displayed on the rendered page.
Note The fields that are displayed in the remaining wizard pages may vary depending on the selected display option.
- 6 Click .
- 7 In the **URL** field, type the URL address or HTML page location that the item is linked to.
 If you want to add an e-mail link, type the appropriate HTML code containing the person's e-mail address. For example, type "mailto:user@company.com" in the URL field.
- 8 Complete the remaining required setting fields for the item: **Title**, **Category**, **Description**, and **Expiration Period**.
- 9 Click .

- 10 Complete the optional settings: **Perspectives**, **Image**, **Basic Search Keywords**, **Author**, **Display In Full Browser Window**, and **Enable Item Check-out**.

Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.

- 11 Choose any of the following buttons:

- Click  to return to the folder page. The item is added to this folder.
- Click  to exit the wizard. No changes were made.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- Custom item types are based on an item type supported by WebDB.
- When you add an item based on a custom item type associated with a PL/SQL function, and then select the **Display In Place** option, be aware that any user who sees the results of the PL/SQL function is executing the code as the WebDB site schema owner.
- The title you specify determines the item's link text. It is displayed on the folder page and is visually identified to end users as a link.
- The description text you provide is displayed directly under the item's title wherever the title is displayed.
- You must choose a category for a Regular item. You optionally assign perspective(s) to an item.

Adding an item below an item

This task is very similar to adding an item with the Item Wizard. Use this feature to force a new item to display directly below an item. Otherwise, new items are added to the top of the category list on the folder page.

To add an item below an item in the same folder:

- 1 Locate the folder to which you want to add an item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner to enter edit mode.
- 3 Locate the desired item.
- 4 Click  to add an item below an item. The Item Wizard is displayed.
- 5 Complete the Item Wizard pages.
- 6 Choose any of the following buttons:
 - Click  to return to the folder page. The new item is added below the selected item.
 - Click  to exit the wizard. No changes were made.

Notes

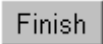
- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- The display option for the item you want to add below an item **must** be the same as the item above it.
- If you choose a different category for the item, the item won't be added below the item.

- If you want to add an item immediately below the category title (at the top of list), click   beside the category title.
- You must choose a category for an item. You can optionally assign perspective(s) to an item.

Adding a sub-item

This task is very similar to adding an item with the Item Wizard. Use this feature to associate a sub-item with a selected item; the item is displayed directly below the selected item and the sub-item's title is indented. A sub-item is a dependent of the selected item. For example, if you want to delete an item, you must first delete all of its sub-item(s).

To add a sub-item in the same folder:

- 1 Locate the folder to which you want to add an item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner to enter edit mode.
- 3 Locate the desired item.
- 4 Click  to add a sub-item. The Item Wizard is displayed.
- 5 Complete the Item Wizard pages.
- 6 Choose any of the following buttons:
 - Click  to return to the folder page. The sub-item is added below the selected item.
 - Click  to exit the wizard. No changes were made.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- The display option for the item you want to add below an item **must** be the same as the item above it.
- If you choose a different category for the item, the item won't be added below the item.

- If you want to add an item immediately below the category title (at the top of list), click   beside the category title.
- You must choose a category for an item. You can optionally assign perspective(s) to an item.

Managing Items

Editing an item

After adding an item, a contributor can edit the item's required and optional attributes with the Item Manager.

To edit an item:

- 1 Locate the folder in which you want to edit an item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner to enter edit mode.
- 3 Scroll to the item you want to edit.
- 4 Beside the item, click  .
The Item Manager is displayed.
You also have the following item management options:

Management tool	Description
	Adds an item directly below this item.
	Allows you to edit the selected item.
	Deletes the selected item.
	Adds a sub-item (item associated with this item).
	Moves the selected item to another location in the folder or to another folder entirely.

- 5 If you are editing the item, make any desired changes to the required item attributes, including **Title**, **Category**, **Description**, and **Expiration Period**.
- 6 Click the **Optional** tab to edit any of the optional attributes including **Perspectives**, **Image**, **Keywords**, **Author**, **Display In Full Browser Window**, and **Enable Item Check-out**.
Note If you want to choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.
- 7 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.
The item is modified with your changes.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- If you want to add an item immediately below the category title (at the top), click  beside the category title.
- Public users can add or post News items in the root folder but the News items are made public only when the news administrator approves the item.

Moving an item

In addition to adding and editing items, you can also move items (relative position) in the same folder or move items to another folder.

To move an item:

- 1 Locate the folder in which you want to move an item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner to enter edit mode.
- 3 Locate the item you want to move. Depending on the item's location in the folder, the following move options may be displayed beside the item:
 - Click  to move the selected item to another folder. The Move Item page is displayed from which you must select another folder in which to move the selected item.
 - Click  to move the selected item up or before this item.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges on *both* the folder you are moving from and to.
- Any sub-items associated to the item being moved are also moved to the new location.
- Click  beside a Quickpick item to move it to the left.

Deleting an item

To delete an item:

- 1 Locate the folder in which you want to delete. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner to enter edit mode.
- 3 Locate the desired item. Click  beside the item.
- 4 The Delete Item confirmation page is displayed. Click **Yes** to proceed with the deletion.
- 5 Click **Cancel** to cancel the operation.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- If you delete an item that has sub-items, you must first delete the sub-items since these items are dependencies.
- The item is deleted from this folder. If the site administrator checks **Purge Deleted Items** in the Site Manager, all versions and translations of this item are deleted from the WebDB site only when the site administrator performs a system purge of deleted items.

Approving items

To approve items awaiting approval:

- 1 When the site administrator or folder owner logs on and sees the **Items awaiting approval** banner on a folder page, this indicates that there are items to approve.
- 2 There are four actions that can be taken. Beside the item, click the appropriate icon to perform the desired task:

Icon	Name	Description
	Edit item	Lets you edit the item properties.
	Delete item	Lets you delete the item.
	Move item	Lets you move the item to another folder.
	Approve item	Lets you approve the item. The item is now displayed on the WebDB site to public users.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- Contributors adding an item for approval have been granted the "Create With Approval" folder privilege. When an item is added, it is *not* displayed until the item is approved.
- News items awaiting approval are listed below the **News awaiting approval** banner. Click  beside the News item.

Changing an item's category

You first assign a category to a Regular item when adding an item with the Item Wizard. You can also decide to change the item's category when editing an item later.

To change the category for an existing item:

- 1 Locate the folder containing the item you want to edit. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner to enter edit mode.
- 3 Scroll to the item you want to edit.
- 4 Beside the item, click  to display the Item Manager.
- 5 From the **Category** list, choose another category for this item.
- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click  to return to the folder page. The item is associated with the new category.
 - Click  to reset the values to the previous settings.

Note

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Changing an item's perspective

To add or edit the perspective for an existing item:

- 1 Locate the folder containing the item you want to edit. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  at the upper-right of the folder banner to enter edit mode.
- 3 Scroll to the item you want to edit.
- 4 Beside the item, click  to display the Item Manager.
- 5 Click the **Optional** tab.
- 6 In the **Perspective** list, change the perspective assigned to this item.
Note To choose multiple perspectives for the item, hold down the Control key and click the desired perspectives. To unassign a perspective, hold down the Control key and click the highlighted perspective.
- 7 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click  to return to the folder page. The item is associated with the new category. The item is associated with the new perspective(s).
 - Click  to reset the values to the previous settings.

Note

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Changing an item's author

To assign or change the author of an existing item:

- 1 Locate the folder containing the item you want to edit. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 On the Optional page, type or edit a name in the **Author** field. This name is used for reference only and therefore does not have to be a valid database user name.
- 3 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.
The item in this folder is reassigned to this author.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- The author you assign to the item does not necessarily have contributor privileges (Manage Items), unless the folder owner adds the appropriate username or group name to the folder access list.

Enabling an item for check-out

When **Enable Item for Check-out** is checked, the item is locked and users with folder privileges cannot edit this item. From the Folder Manager, a message similar to "Checked out by: *USERNAME*" is displayed next to the item. However, the item can be viewed in read-only mode by clicking the link beside the message.

To enable item for check-out on an existing item:

- 1 Locate the folder containing the item you want to edit. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 On the Optional page, check **Enable Item For Check-out**.
- 3 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click **Finish** to return to the folder page.
The item in this folder has the check-out attribute enabled.

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- Public users are unaware of checked-out items. No message is displayed beside the item. The item is always viewable in read-only mode.
- Contributors need to perform a check-in and check-out process for the item they are editing. See "Checking an item in and out."

Checking an item in and out

This task is applicable to contributors with the "Own", "Manage Items", or "Create With Approval" folder privileges. If an item has the Enable Item For Check-out option checked, then contributors must first check out the item before editing it. This is important to maintain version control of the item.

To check an item out for editing and to check an item back into the WebDB site:

- 1 Locate the folder in which you want to edit an item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner to enter edit mode.
- 3 Scroll to the item you want to edit.
- 4 Beside the item, click  to check the item out of the WebDB site. When an item is checked out, the item is locked preventing other users from editing the item. The message, "Checked out by: *USERNAME*" is displayed next to the item.
- 5 Click the item's link.
- 6 From your browser's File menu, choose Save As to save the item to a directory on your local computer.
- 7 Edit the item accordingly and save the item again.
- 8 Return to the folder page where this item is located.
- 9 Beside the item, click  to check an item back into the WebDB site.

 You must always check an item back into the folder. Otherwise, other users will not be able to edit the item. The message that you have checked the item out will continue to display until you check the item back into the site.
- 10 In the **File Name** field, type the location of the newly-updated item or click the **Browse** button to locate the item that was saved on your computer.

- 11 Click the **Add As New Version** button.

This adds the updated item to your WebDB site in the selected folder.

Note Make sure that you are uploading the correct version of the file.

- 12 Choose any of the following buttons:

- Click **Apply** to save your settings and continue working.
- Click **Reset** to revert to the previous settings.

- Click **Finish** to return to the folder page.

The updated item that you checked back into your WebDB site is added to your folder.

Changing an item's keywords

When a user performs a search using WebDB's search features, the search criteria is compared to each item's title, description, and keywords. To ensure that users can retrieve your items, choose meaningful keywords.

To add or change keyword(s) for an existing item:

- 1 Locate the folder containing the item you want to edit. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 In the **Basic Search Keywords** field, add or change one or more keywords that accurately describe this item.
- 3 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click **Finish** to return to the folder page.
The item in this folder is searchable when a user types any of the specified keyword(s).

Notes

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.
- If you do not associate keywords, searches are performed on the item's title and description only.

Changing an item's expiration period

An expiration period determines how long an item is displayed on your WebDB site. You can change the expiration period at any time.

To change an item's expiration period:

- 1 Locate the folder in which you want to edit an item. The recommended way is to click the folder link from under the **Owned folders** banner on your home page. If you do not see the folder you want to work with under the **Owned folders** banner, use the Site Map. If you still don't see the folder, this means you have not been granted the appropriate folder privileges and therefore cannot access it.
- 2 Click  located at the upper-right of the folder banner to enter edit mode.
- 3 Locate the desired category.
- 4 Locate the desired item in the category. Click  beside the item. The Item Manager is displayed.
- 5 In the **Expiration Period** field, make another selection. The item will expire according to this selection.
 - From the list, choose the number of days before the item expires.
 - If you select **Permanent**, the item never expires. When an item has expired, it is viewable only by the item's owner and the site administrator. To revert an item to an unexpired state, enter edit mode and extend the expiration period. Items that are expired are deleted during a system purge.
- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page. The item is modified with your changes. The item's expiration period is modified.

Note

- To perform this task, you must be either a folder owner or have the appropriate folder privileges.

Viewing items in the news archive

Any user can view the news archive, including public users. News items are archived and grouped by date.

To view News items in the news archive:

- 1 From the WebDB site's home page, click the **News** banner link to display a page listing all News items on the WebDB site.
- 2 Click the desired News item link to display the News item.

Notes

- You can customize the **News** banner text from the Site Manager. See "Customizing link text for the navigation bar and content area."
- From the Site Manager: News page, the site administrator can enable the news feature, enable public users to contribute News items, and specify how news is archived.
- The number of news titles displayed is controlled in the Style Manager (Content Area): Main page.

Working with Custom Item Types

What are custom item types?

A custom item type is an item type you define to extend or refine the information kept about certain types of content. Custom item types are based on existing item types provided by WebDB, such as text or URL.

For example, on a travel Web site, you might create a custom item type that you call Traveler's Notes. A Traveler's Note has a base item type, Text, but also has other information associated with it to validate the note and provide more information to the end user.

Function Calls

Custom item types are often function calls. These calls can be PL/SQL calls to functions that exist in your own database schema, or they can be external. In addition, these calls can be HTTP calls which are accessible only through an HTML or browser interface using a URL and parameter values. You use the Custom Item Type Manager to create arguments and make choices about passing values and displaying results.

For example, on a travel site, you might provide a simple HTTP function which executes a query against a local search engine about movies playing in San Francisco. When the user clicks the movie search item, the query is passed to the search engine, and the results are displayed for the user.

Creating a custom item type

When you create a custom item type, you are not adding an item to the Web site. You are simply creating a new **type** of item, in addition to the base item types provided with WebDB. When folder owners or other contributors use the Item Wizard to add a new item to the WebDB site, they can define the item being added based on the base item types or on the custom item types you created.

To create a new custom item type:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Custom Item Type link under Content Manager to display the Custom Item Type Manager page.
- 3 In the **Create Custom Item Type: Name** field, type a unique custom item type name.
- 4 In the **Base Item Type** field, select an item type on which to base the new custom item type. For example, select from the following: text, file, URL, WebDB component, folder link.
- 5 Click **Create**. You must now edit the custom item type to specify its attributes and procedure.
- 6 Click **Edit**.
- 7 Edit the custom item type as appropriate.
 - Specifying attributes for a custom item type
 - Specifying a procedure for a custom item type

The newly-created custom item type is added to the list of item types available on your WebDB site when adding or editing an item.

Note

- To perform this task, you must be a site administrator.

Editing a custom item type

To edit an existing custom item type:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Custom Item Type link under Content Manager to display the Custom Item Type Manager page.
- 3 In the **Find Custom Item Type: New** field, choose the name of the custom item type you want to edit from the available list.
- 4 Click **Edit**.
- 5 Click the **Main**, **Attribute list**, and **Function** tabs to display the various custom item type fields you can edit.
 - Specifying attributes for a custom item type
 - Specifying a procedure for a custom item type
- 6 Make the necessary edits.
- 7 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.
The custom item type is modified.

Note

- To perform this task, you must be a site administrator.

Specifying attributes for a custom item type

To specify attributes for a custom item type:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Custom Item Type link under Content Manager to display the Custom Item Type Manager page.
- 3 In the **Find Custom Item Type** section, choose the name of the custom item type you want to edit from the available list.
- 4 Click **Edit**.
- 5 From the Main page, edit the **Name** and **Description** of the custom item type.
- 6 Click the **Attribute List** tab to add or delete attributes associated with this custom item type.
 - To add an attribute, complete the necessary features and values for the attribute.
 - To delete an attribute, click  beside the attribute.
- 7 Click **Apply** to save your settings and continue working.
- 8 Click the Procedure tab to specify the function and the text link to execute this function.
- 9 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the folder page.
The custom item type is modified.

Note

- To perform this task, you must be a site administrator.

Specifying a procedure for a custom item type

Use the Procedure page to specify the type of procedure, PL/SQL or HTTP, and the link displayed to execute the procedure.

To specify a PL/SQL or HTTP procedure for a custom item type:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Custom Item Type link under Content Manager to display the Custom Item Type Manager page.
- 3 In the **Find Custom Item Type** section, choose the name of the custom item type you want to edit from the available list.
- 4 Click **Edit**.
- 5 Click the **Procedure** tab.
- 6 Check the appropriate procedure type of this item:
 - **PL/SQL**: executes a PL/SQL stored procedure. The procedure call and parameters will be constructed to execute a local PL/SQL call.
 - **HTTP**: executes an external, or remote procedure whose prototype is known, but is accessible only through a browser (HTML) interface.
- 7 In the **Link text** field, type the text to display to the right of the item title as a link to the procedure. End users click this link text to execute the procedure. They can still click on the item title itself to view the item.
- 8 What you type in the **Procedure call** field, depends on the procedure type:
 - **PL/SQL**: type the name of the local procedure.
 - **HTTP**: type the Web address and procedure name; for example:
`www.travel.com/search`
- 9 To display the results of the procedure execution directly with the custom item in browse mode, check **Display Procedure Results With Item**.
If you don't check this box, a link is provided which when clicked, displays the results on another page. This is useful for procedures which generate graphic results, such as bar charts, or result tables.

- 10 *(for PL/SQL procedures only)* To pass the unique, local database reference of the contents of this item to the procedure, check **Pass Item ID to Procedure**. The procedure uses the Item ID to access the contents of the custom item.
Note For external procedures to access the contents of a custom item, you must pass it as an argument.
- 11 *(for PL/SQL procedures only)* To pass the unique, local database reference of the folder reference name to the procedure, check **Pass Folder ID to Procedure**.

12 Choose any of the following buttons:

- Click **Apply** to save your settings and continue working.
- Click **Reset** to revert to the previous settings.
- Click  to return to the folder page.
The custom item type is modified.

Note

- To perform this task, you must be a site administrator.
- When you add an item based on a custom item type associated with a PL/SQL function, and then select the **Display In Place** option, be aware that any user who sees the results of the PL/SQL function is executing the code as the WebDB site schema owner.

Deleting a custom item type



When you delete a custom item type, all items of this type are also deleted. You cannot undo this action.

To delete a custom item type:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or the Custom Item Type link under Content Manager to display the Custom Item Type Manager page.
- 3 In the **Find Custom Item Type: Name** field, choose the name of the custom item type you want to delete from the available list.
- 4 Click **Delete**. The Delete Custom Item Type page is displayed.
- 5 Click **Yes** to delete the selected custom item type.

Note

- To perform this task, you must be a site administrator.

Working with Folder Styles

What are folder styles?

A style is a template which controls the look and feel of the home page and each folder page on your WebDB site. This template governs the navigation bar and page body colors, text font, size, background images, banners, and other graphic elements that are common to each page. You do not actually control the detailed layout of each page; instead, the pages are dynamically generated for you, based on the settings and parameters you've specified in the style

You can use the default style provided by WebDB, or you can make custom styles to suit your needs. One style can be used for your entire WebDB site (the home page and each folder), or you can assign different styles to give each folder a distinct look and feel.

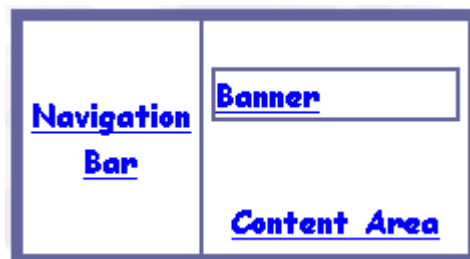
Notes

- Your site administrator decides whether you, as a folder owner, can apply the style of your choice to your folder. See "Enabling folder owners to control style."
- To work with styles, you must log on and have one of the following privileges: site administrator, folder owner, or style administrator.

Creating a folder style

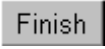
To create a folder style:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Create Style: Name** field, enter the name of the new style.
The name of the style must be no more than 30 characters, and must be unique within the WebDB site.
- 4 From the **Based On Style** list, choose an existing style on which to base your new style. New styles are created by modifying an existing style, perhaps extensively, and saving it under a new name.
- 5 Choose one of the following:
 - If you want everyone to have access to your new style, either to apply to their folders or to use as a basis for their own new styles, click **Public**.
 - If you want to keep the style for yourself, click **Private**.
- 6 Click **Create**.
The new style name now appears in the **Find Style: Name** field.
- 7 Click the **Edit** button to begin modifying the new style.
- 8 In the Site Style diagram, click the area you want to customize: Navigation Bar, Banner, Content Area.



Creating a folder style

The Main page for the selected area is displayed on the next page.

- 9 Configure the displayed fields appropriately. Click  for assistance configuring any fields on this page.
- 10 Choose any of the following buttons:
 - Click **Apply** to accept your settings.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the Site Style diagram.

When you're completely finished customizing your style, click  on the Style Editor.

Note

- To apply a style to a folder, use the Folder Manager. See "Assigning a style to a folder" for more information.

Deleting a folder style

To delete a folder style:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to delete.
- 4 Click **Delete**.
A confirmation dialog is displayed. Click **Yes** to delete the style.

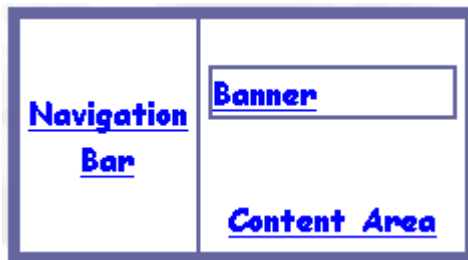
Note

- If you click **Yes** to delete the folder style, folder pages assigned to the style you have just deleted inherits the default WebDB style.

Changing a folder style

To change a folder style:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the area you want to customize: Navigation Bar, Banner, Content Area.



- 6 Choose any of the following buttons:
 - Click **Apply** to accept your settings.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the Site Style diagram.
- When you're completely finished customizing your style, click  on the Style Editor.

Note

- To apply a style to a folder, use the Folder Manager. See "Assigning a style to a folder" for more information.

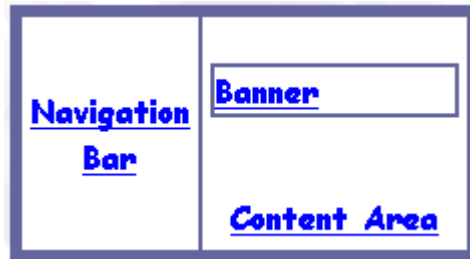
Customizing a Style's Navigation Bar

Setting up a non-framed navigation bar

Creating a non-framed style means to create a WebDB page that is not divided into navigation bar and content areas. You must decide where to place links that typically appear on the navigation bar.

To control the placement of the links that typically appear on the navigation bar:

- 1 Click  or the **Administration** link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the **Navigation Bar** link.



- 6 Choose one of the following:
 - On the Main tab, click **Private** if you don't want users to have access to the style (the entire style, not just the navigation bar portion).
 - If you do want users to have access to your new style, either to apply to their folders or to use as a basis for their own new styles, click **Public**.

Customizing a Style's Navigation Bar

- 7 Click the second radio button (page image without navigation bar), then:

To:	Do this:
Choose where you want the Log On prompt to appear	Use the Log On Prompt Location list.
Choose where you want Administration icon to appear	Use the Administration Icon Location list.
Choose where you want the Search field to appear	Use the Search Field Location list.

See "Customizing links for the navigation bar and content area" for information on changing the text of any of these prompts or icons.

- 8 Choose any of the following buttons:

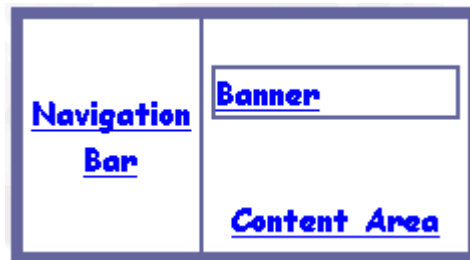
- Click **Apply** to accept your settings.
- Click **Reset** to revert to the previous settings.
- Click **Finish** to return to the Site Style diagram.

When you're completely finished customizing your style, click **Finish** on the Style Editor.

Setting navigation bar width

To set the width of the navigation bar:

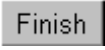
- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the **Navigation Bar** link.

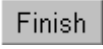


- 6 Choose one of the following:
 - On the Main tab, click **Private** if you don't want everyone to have access to the Style (the entire style, not just the navigation bar portion).
 - If you do want everyone to have access to your new style, either to apply to their folders or to use as a basis for their own new styles, click **Public**.
- 7 Click the first radio button (page image with navigation bar), then enter the width of the navigation bar (in pixels) in the **Navigation Bar Width** field. The default is 130.
If you display an image in the navigation bar, be sure the navigation bar is wide enough to accommodate the width of the image.
- 8 To allow users to resize the width of the navigation bar, check **Resizable Navigation Bar**.

Customizing a Style's Navigation Bar

9 Choose any of the following buttons:

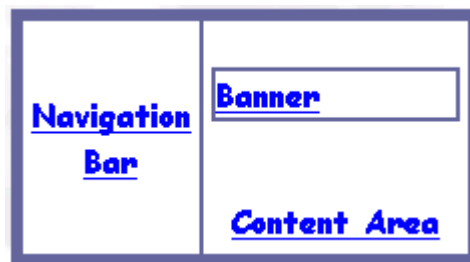
- Click **Apply** to accept your settings.
- Click **Reset** to revert to the previous settings.
- Click  to return to the Site Style diagram.

When you're completely finished customizing your style, click  on the Style Editor.

Choosing navigation bar colors

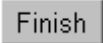
To choose colors for navigation bar elements:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the **Navigation Bar** link.



- 6 Click the **Color** tab.
- 7 If you want to use the navigation bar colors already established in a different style, choose that style from the **Copy Colors From Style** list and click **Apply**. Otherwise, position the mouse pointer on a color square and click. The hex value for that color appears in the **Color** field.
- 8 Apply this color to a navigation bar element by checking the appropriate check box(es).
- 9 Choose any of the following buttons:
 - Click **Apply** to accept your settings.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the Site Style diagram.

Customizing a Style's Navigation Bar

When you're completely finished customizing your style, click  on the Style Editor.

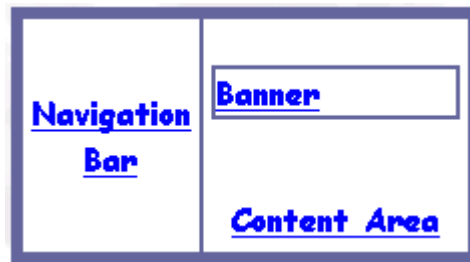
Note

- If you want to apply a different color to each page element, you must first choose the color for each element, check the appropriate page element box, and click **Apply**. Repeat this process for each page element.

Choosing navigation bar fonts

To specify the font size and type for navigation bar text:

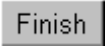
- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the **Navigation Bar** link.



- 6 Click the **Text** tab.
- 7 From the **Font** list, select the type of font you want to appear in the navigation bar.
- 8 From the **Font Size** list, select the HTML font (not point) size.
- 9 From the **Font Style** list, select the font Style.
- 10 Check the check boxes to apply the font, size, and style choices:
 - Check **Link** to apply your choices to any text in the navigation bar displayed as a link.
 - Check **Text** to apply your choices to ordinary text in the navigation bar.
 - Check **Contact** to apply your choices to the Site Contact field.

Customizing a Style's Navigation Bar

11 Choose any of the following buttons:

- Click **Apply** to accept your settings.
- Click **Reset** to revert to the previous settings.
- Click  to return to the Site Style diagram.

When you're completely finished customizing your style, click  on the Style Editor.

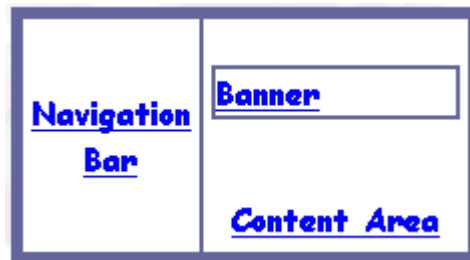
Note

- If you want to apply a different font, size, and style to each text element, you must first choose the text properties for each element, check the appropriate element box, and click **Apply**. Repeat this process for each text element.

Choosing content area colors

To choose colors for the content area:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the **Content Area** link.



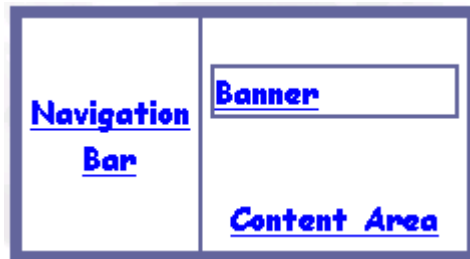
- 6 Click the **Color** tab.
- 7 If you want to use the colors already established in a different Style, select that **Style from Copy Page Element Colors From Style** and click **Apply**. Otherwise, position the mouse pointer on a color square and click. The hex value for that color appears in the **Color** field.
- 8 Apply this color to a content area element by clicking the appropriate element check box(es).
- 9 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the Site Style diagram.

When you're completely finished customizing your style, click **Finish** on the Style Editor.

Adding or deleting the navigation bar background image

To choose a background image for the navigation bar:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the **Navigation Bar** link.



- 6 Click the **Image** tab.
- 7 In the **Background** field, type the fully qualified directory path and name of the graphic image you want to use as the background, for example:
`c:\travelsite\webart\tortola.gif`.
Or, to locate the file on your local or network drives, click **Browse**.
To delete a background image, click . (This button is displayed only when a background image exists.)
- 8 Choose any of the following buttons:
 - Click **Apply** to accept your settings.
 - Click **Reset** to revert to the previous settings.

- Click **Finish** to return to the Site Style diagram.

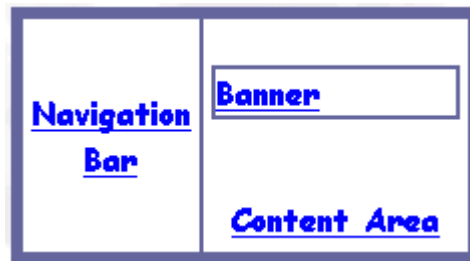
When you're completely finished customizing your style, click **Finish** on the Style Editor.

Customizing a Style's Content Area

Arranging content area elements

To control the placement and size of the content area elements:

- Click  or the Administration link from the navigation bar.
- On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- In the **Find Style: Name** field, select the name of the style you want to edit.
- Click **Edit**.
- In the Site Style diagram, click the **Content Area** link.



- 6 On the Main page, configure the following fields as appropriate:

Click Private	If you don't want everyone to have access to the Style (the entire Style, not just the content area portion).
Click Public	If you do want everyone to have access to your new style, either to apply to their folders or to use as a basis for their own new styles.
Folder Image Alignment list	To specify where you want the folder to appear on the folder page. The folder image, if one is chosen in the Folder Manager, appears at the upper-right of the folder page. See "Choosing banner image to display on page title."
Check Display Folder Path	To display the folder path as a series of links. Users can use these links to navigate up the folder hierarchy.
Check Display Document Sizes	To display the document size next to the document name.
News Columns	Type the number of news columns to display. The default is 1.  It's a good idea to restrict news columns to 1 or 2, unless the news titles are one-word entries.
News Rows	Type the number of news rows to display. The default is 10.
Icon Height	Type the height (in pixels) of icons used for items. Any icon associated with an item in the Item Wizard is scaled up or down to this height. If you enter 0 , images are not displayed even if they are specified by the user.
Icon Width	Type the width of the item icon in pixels. Any icon associated with an item in the Item Wizard is scaled up or down to this width. If you enter 0 , images are not displayed even if they are specified by the user.

- 7 Choose any of the following buttons:
- Click **Apply** to save your settings and continue working.

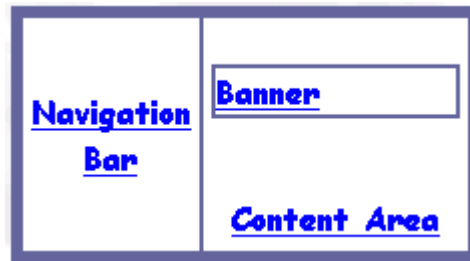
- Click **Reset** to revert to the previous settings.
- Click **Finish** to return to the Site Style diagram.

When you're completely finished customizing your style, click **Finish** on the Style Editor.

Choosing content area fonts

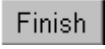
To change the fonts for the content area elements:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the **Content Area** link.



- 6 Click the **Text** tab.
- 7 From the **Font** menu, select the type of font you want to appear in a banner.
- 8 From the **Font Size** menu, select the HTML font (not point) size.
- 9 From the **Font Style** menu, select the font style.

Customizing a Style's Content Area

- 10 Apply your font selections to a content area element by checking the appropriate content area element check box(es).
- 11 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to the Site Style diagram.

When you're completely finished customizing your style, click  on the Style Editor.

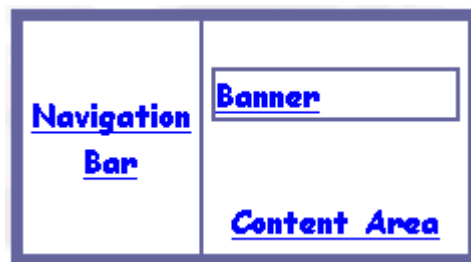
Note

- If you want to apply a different font, size, and style to each content area element, you must first choose the text properties for each content area element, check the appropriate content area element box, and click **Apply**. Repeat this process for each content area element.

Adding or deleting the content area background

To choose a background for content area:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the **Content Area** link.



- 6 Click the **Image** tab.
- 7 Choose one of the following:
 - In the **Background** field, type the fully qualified directory path and name of the graphic image you want to use as the background, for example: `c:\travelsite\webart\tortola.gif`.
 - Or, to locate the file on your local or network drives, click **Browse**.
 - To delete a background image, click . (This button is displayed only when a background image exists.)

Customizing a Style's Content Area

8 Choose any of the following buttons:

- Click **Apply** to save your settings and continue working.
- Click **Reset** to revert to the previous settings.
- Click **Finish** to return to the Site Style diagram.

When you're completely finished customizing your style, click **Finish** on the Style Editor.

Customizing a Style's Banner

What are banners?

A WebDB folder page can contain up to five different types of banners:

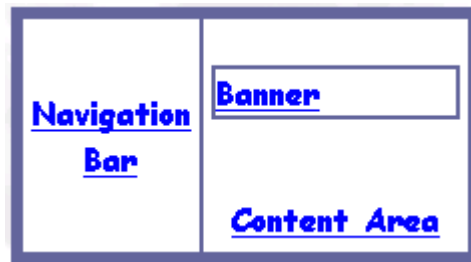
Banner	Description
Main banner	Appears at the top of the page and usually displays the folder title.
Sub banner	Appears directly beneath the main banner and usually displays the folder description.
Header banner	Divides the page into news and category areas.
Sub folder banner	Creates a section on the page from which other folders may be accessed. Contains the title Folders.
Personal page banners	May appear at the bottom of your personalized version of the WebDB site's home page, containing the banner titles, Owned folders, Interests, Items awaiting approval, and/or Saved Searches.

Category and perspective pages are slightly different in that they are divided by folder banners. Under each folder banner, the items belonging to that category or perspective are displayed.

Choosing banner dimensions

To customize the main banner, sub banner, or header banner:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the **Banner** link.



- 6 Choose one of the following from the Main page:
 - Click **Private** if you don't want users to have access to the style (the entire style, not just the banner portion).
 - Click **Public**, if you do want users to have access to your new style, either to apply to their folders or to use as a basis for their own new styles.
- 7 Use the menus to select the height of each banner, as well as the position of the text that appears within each banner.
 Set the banner height approximately 20-25% greater than the selected text size.

8 Choose any of the following buttons:

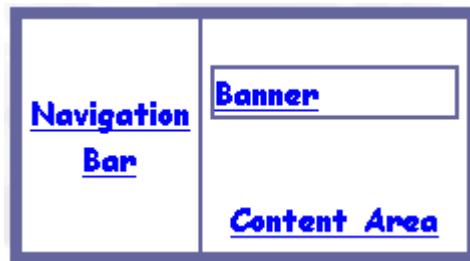
- Click **Apply** to accept your settings.
- Click **Reset** to revert to the previous settings.
- Click  to return to return to the Site Style diagram.

When you're completely finished customizing your style, click  on the Style Editor.

Choosing banner text fonts

To change the fonts of the text that appears in the main banner, sub banner, or header banner:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the **Banner** link.



- 6 Click the **Text** tab.
- 7 From the **Font** list, select the type of font you want to appear in a banner.
- 8 From the **Font Size** list, select the HTML font (not point) size.
- 9 From the **Font Style** list, select the font.
- 10 To apply your font selections to a banner, check the appropriate banner element check box.

11 Choose any of the following buttons:

- Click **Apply** to accept your settings.
- Click **Reset** to revert to the previous settings.
- Click  to return to the Site Style diagram.

When you're completely finished customizing your style, click  on the Style Editor.

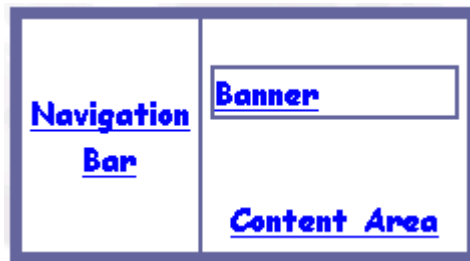
Note

- If you want to apply a different font, size, and style to each banner element, you must first choose the text properties for each banner element, check the appropriate banner element box, and click **Apply**. Repeat this process for each banner element.

Choosing banner colors

To choose colors for the main, sub, or header banners, or for the text or links that appear on them:

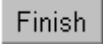
- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Style** under Web Site Managers to display the Style Manager.
- 3 In the **Find Style: Name** field, select the name of the style you want to edit.
- 4 Click **Edit**.
- 5 In the Site Style diagram, click the **Banner** link.



- 6 Click the **Color** tab.
- 7 If you want to use the banner colors already established in a different style, select that style from **Copy Colors From Style** and click **Apply**.
Otherwise, position the mouse pointer on a color square and click. The hex value for that color appears in the **Color** field.
- 8 Apply this color to a banner element by clicking the appropriate element check box(es).

9 Choose any of the following buttons:

- Click **Apply** to save your settings and continue working.
- Click **Reset** to revert to the previous settings.
- Click  to return to the Site Style diagram.

When you're completely finished customizing your style, click  on the Style Editor.

Note

- If you want to apply a different color to each content area element, you must first choose the color for each element, check the appropriate content area element box, and click **Apply**. Repeat this process for each content area element.

Working with Groups

What are groups?

A group is a collection of users who share a common interest or responsibility and therefore have common privileges. For example, you may want to treat all graphic designers at your company as a single group and make them all style administrators.

Anyone can create a group, not just the site administrator. The person who creates the group is considered the group owner. The group owner then designates one or more group administrators.

As the creator of the group, the group owner has the authority to modify or delete the group, as does the group administrator. However, the group owner may or may not be a member of the group; the group administrator must be.

Creating a group

Any user, not just a site or group administrator, who has log on privileges may create a group.

To create a group:

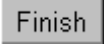
- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Group** under Access Managers to display the Group Manager.
- 3 In the **Create Group** window, enter the name of the new group in the **Name** field. The user name must be no more than 30 characters, and must be unique within the WebDB site. Regardless of how you enter the group name, it is stored as uppercase in the database.
- 4 Click **Create**.

- 5 The group name now appears in the **Find User: Name** field.
- 6 Click **Edit** to add users to the group; see "Adding users to a group" for instructions.
- 7 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click **Finish** to return to the Group Manager.

Deleting a group

Only the group owner or administrator may delete a group.

To delete a group:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Group** under Access Managers to display the Group Manager.
- 3 In the **Find Group: Name** field, type the name of the group you want to delete. If you don't know the name, click  to search for the group name.
- 4 Click **Delete**.
The group is now deleted and the users in that group are no longer associated. Note that the users themselves are not deleted.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to User Manager: Create page.

Viewing group members

To see the members that belong to a group:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or Group under Access Managers to display the Group Manager.
- 3 In the **Find User** window, type the name of the group you want to see in the **Name** field.
If you don't know the name, click  to search for the group name.
- 4 Click **Edit**.
- 5 Click the **Users** tab.
The group's members appear in the User Access List.
- 6 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to User Manager: Create page.

Adding users to a group

Only the group owner or administrator may add users to a group.

To add a user to a group:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Group** under Access Managers to display the Group Manager.
- 3 In the **Find User: Name** field, type the name of the group.
If you don't know the group name, click  to search for it.
- 4 Click **Edit**.
- 5 Click the **Users** tab.
- 6 In the **Name** field, type the name of the user you want to add to this group, or click  to search for the user name.
- 7 Click **Add to Access List**.
The name now appears in the Members column. To make the user a group administrator, check **Group Administrator**.
- 8 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to Group Manager: Create page.

Removing users from a group

Only the group owner or administrator may remove users from a group.

To remove a user from a group:

- 1 Click  or the Administration link from the navigation bar.
- 2 From the Administration page, click  or **Group** under Access Managers to display the Group Manager.
- 3 In the **Find Group: Name** field, type the name of the group.
If you don't know the group name, click  to search for it.
- 4 Click **Edit**.
- 5 Click the **Users** tab.
- 6 In the Members column, click .
- 7 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to return to Group Manager: Create page.

Managing Personal Folders and Information

What are personal folders?

A personal folder provides an area within the WebDB site for you to customize. You customize and populate your personal folder just as you would any other folder on the WebDB site, using the Folder Manager and Item Wizard. If the site administrator allows it, you can also customize the appearance of your personal folder using the Style Manager.

When you log on, you see your personal folder (which has the same name as your user ID) under the **Owned folders** banner.

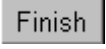
To access your personal folder:

- 1 From the navigation bar, click  or the Site Map link.
- 2 Click the Personal Folders link or  beside the folder to expand it.
- 3 Click  next to the first letter of your user ID.
- 4 Click your user ID name (the name of your personal folder).

If the site administrator created a database user ID and password for you from within WebDB, a personal folder was automatically created for you. If you logged on to the WebDB site using a user ID and password created outside of the WebDB site, you must create your own personal folder. To do so, see "Creating a personal folder."

Creating a personal folder

To create your own personal folder:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Personal Information** under Access Managers to display the Personal Information Manager.
- 3 Check **Create Personal Folder**.
If this check box doesn't appear, you already have a personal folder.
- 4 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to Administration page.

Note

- (For users of non-English Oracle WebDB Site Builder versions, that is, Japanese, Arabic, and so on) If you create a personal folder for a user name that does not begin with a letter from A to Z, the **Rename Folder** page is displayed. You must enter a folder name that starts with an alphabetic character (A to Z). The remaining characters can be any character in the base language.

Adding a folder to your interest list

An interest list provides a shortcut to a selection of folders you deem of special importance. When you've added folders to your interest list, those folders appear as links at the bottom of your personalized version of the WebDB site's home page, below the **Interests** banner.

To add a folder to your interest list:

- 1 Before you add a folder to your interest list, make sure that your site administrator has implemented interest lists for your WebDB site:
- 2 Navigate to any folder in the WebDB site.
If you see  at the upper-right corner of the folder page, you know that interest lists have been implemented.
- 3 Click  on the upper-right corner of a folder.
The next time you enter the WebDB site, you'll see the folder's name below the **Interests** banner on your personalized version of the WebDB site's home page.

Removing a folder from your interest list

To remove a folder from your interest list:

- 1 On your personalized version of the WebDB site's home page, under the **Interests** banner, click the folder you want to remove.
- 2 On the folder's upper-right corner, click .

Changing your password

To change your login password:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Personal Information** under Access Managers to display the Personal Information Manager.
- 3 In the **Password** field, type your new password.
- 4 In the **Confirm Password** field, type the password again to verify that you have entered it correctly.
- 5 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Changing your personal information

To change your personal user information:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Personal Information** under Access Managers to display the Personal Information Manager.
- 3 Use the Personal Information Manager's entry fields to change the appropriate information.
- 4 Choose any of the following buttons:
 - Click **Apply** to save your settings and continue working.
 - Click **Reset** to revert to the previous settings.
 - Click  to save your changes and return to the Administration page.

Exploring a WebDB Site

Viewing Site Statistics

What are site statistics?

WebDB gathers and stores a great deal of information about your WebDB site and how it is used. If you are a site administrator, you can use the Site Statistics Manager to run reports that retrieves this information from the WebDB site and update logs and organizes it according to parameters you specify.

If you are not a site administrator, the statistics you can see are limited to:

- Statistics on folders you own or have updated.
- Statistics on public folders.
- Statistics on searches you performed.
- Statistics on searches performed by public users.

Note

- End users can only run reports to display site statistics only if the site administrator set the "Enable Logged On Users To View Statistics" feature on.

Running reports on page requests

If you are not the site administrator, your page request reports include only those folders you have created or have permission to modify.

To run reports on how often a given folder page was displayed:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site Statistics** under Toolbox to display the Site Statistics Manager.
Note If you don't see this, your site administrator has not enabled logged on users to view site statistics.
- 3 Click the **Page Requests** tab.
- 4 In the **Report By** field, select your query:

To create a report that shows you:	Select this:
A separate bar for each folder, showing how many times that folder has been hit within the specified date range	Folders
A separate bar for each day in the specified date range, showing how many times all folders have been hit per day	Date
A separate bar for each hour in which a hit occurred, for each date in the specified range	Time
A separate bar for each IP address that requested pages within the specified date range	IP Address
A separate bar for each type of browser that was used on the WebDB site within the specified date range	Browser

Viewing Site Statistics

- 5 Click **All Dates** to include all log entries, regardless of date.
Or, click **Date Range** to produce statistics only for entries dated within a specified range. Type the start and end of the range in the format DD-MMM-YYYY, as in 29-JUL-1999.
- 6 Click **Execute**.
Use the arrows to sort the columns in ascending or descending order. The green bar is the lowest reported value; the red bar is the highest.



- Use the context-sensitive help to find out what each column within a report contains.

Running reports on searches

If you are not the site administrator, your search reports are limited to the searches performed from your own user ID, plus any searches performed by public users.

To run reports on the searches performed on the WebDB site:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site Statistics** under Toolbox to display the Site Statistics Manager.
Note If you don't see this, your site administrator has not enabled logged on users to view site statistics.
- 3 Click the **Searches** tab.
- 4 In the **Report By** field, select your query:

To create a report that shows you:	Select this:
How many terms were entered on each day in the specified date range	Date
Terms used as search criteria within the specified date range that did not produce any results	Searches that returned no hits
Terms used as search criteria more than 10 times within the specified date range	Popular search terms
Terms used as search criteria within the specified date range that found more than 20 items	Searches that returned too many hits
Saved searches by name, along with the search criteria	Saved searches

- 5 Click **All Dates** to include all log entries, regardless of date.
 Or, click **Date Range** to produce statistics only for entries dated within a specified range. Type the start and end of the range in the format DD-MMM-YYYY, as in 29-MAY-1999.

Viewing Site Statistics

6 Click **Execute**.

Use the arrows to sort the columns in ascending or descending order. The green bar is the lowest reported value; the red bar is the highest.



- Use the context-sensitive help to find out what each column within a report contains.

Running reports on folders

If you are not the site administrator, your folder reports include only those folders you have created or have permission to modify.

To run reports pertaining to your WebDB site's folders:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site Statistics** under Toolbox to display the Site Statistics Manager.
Note If you don't see this, your site administrator has not enabled logged on users to view site statistics.
- 3 Click the **Folders** tab.
- 4 In the **Report By** field, select your query:

To create a report that shows you:	Select this:
Folders created within the specified date range, along with each folder's creation date and owner	Creation date
Folders updated within the specified date range, along with who updated each folder and when	Updates
Folders containing items created within the specified date range, including who created each item and when	Items
A separate bar for each folder hit within the specified date range	Hits
All folders on the WebDB site and their owners	Owners

- 5 Click **All Dates** to include all log entries, regardless of date.
Or, click **Date Range** to produce statistics only for entries dated within a specified range. Type the start and end of the range in the format DD-MMM-YYYY, as in 29-JUL-1999.

Viewing Site Statistics

6 Click **Execute**.

Use the arrows to sort the columns in ascending or descending order.



- Use the context-sensitive help to find out what each column within a report contains.

Running reports on items

If you are not the site administrator, your item reports include only those items you have created or have permission to modify.

To run reports pertaining to your WebDB site's items:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site Statistics** under Toolbox to display the Site Statistics Manager.
Note If you don't see this, your site administrator has not enabled logged on users to view site statistics.
- 3 Click the **Items** tab.
- 4 In the **Report By** field, select your query:

To create a report that shows you:	Select this:
Items created within the specified date range, along with each item's creation date, creator, and parent folder	Creation date
Items updated within the specified date range, along with who updated the item, when, and the item's parent folder	Updates
Items created within the specified date range sorted by type, including the item's name, date, description, and parent folder	Types

Items that may be checked out and edited by a single user	Checkable
Items that have an expiration date, along with that date	Expiration date
Items currently marked for deletion	Marked for delete

- 5 Click **All Dates** to include all log entries, regardless of date.
Or, click **Date Range** to produce statistics only for entries dated within a specified range. Type the start and end of the range in the format DD-MMM-YYYY, as in 29-JUL-1999.
- 6 Click **Execute**.
Use the arrows to sort the columns in ascending or descending order.



- Use the context-sensitive help to find out what each column within a report contains.

Running reports on groups and folder access

These reports are available only to the site administrator.

To run a report on the groups defined on the WebDB site, or on how the WebDB site's folders have been accessed:

- 1 Click  or the Administration link from the navigation bar.
- 2 On the Administration page, click  or **Site Statistics** under Toolbox to display the Site Statistics Manager.
Note If you don't see this, your site administrator has not enabled logged on users to view site statistics.
- 3 Click the **Access** tab.
- 4 In the **Report By** field, select your query:

To create a report that shows you:	Select this:
All groups established for this WebDB site, their members, and which member are group administrators	Role Membership
All folders in the WebDB site, along with who created each folder and whether each folder has been updated, modified, and so on.	Folder Access

- 5 Click **Execute**.



- Use the context-sensitive help to find out what each column within a report contains.

Searching a WebDB Site

Searching for items

If you want to search the WebDB site using just one keyword, use the Search box on the navigation bar. However, if you want to enter more than one term, or enter sophisticated criteria involving the Boolean operators And or Or, you must perform an advanced search.

To use the Search box:

- 1 In the Search box, enter a term to describe the item you're looking for.
Searches are not case-sensitive.
- 2 Click **Go**.
Only those items belonging to folders you are authorized to view are searched.

All items matching your search term are displayed on the Search results page, including the item's title, description, creation date, folder, and category.

Interpreting search results

If *interMedia* Text searching is enabled on your WebDB site, your search term is compared to every word in every item on the WebDB site. If it isn't, the search term is compared to the item's title, description, and keywords. If you see  or  to the right of each search result (you may even see  and  as well), then you know *interMedia* Text searching is enabled. Here is what these icons represent:

Icon	Displays this:
	An HTML version of any text-based item.
	An HTML version of any text-based item with the search term highlighted.
	An overview of the item created by the <i>interMedia</i> Text search engine, also called the item's gist.
	The nouns and verbs appearing most often within the item, also called the item's theme.

On the Search results page, click the item's link to access the item itself.

Performing an advanced search

If you want to search using the Boolean operators And or Or, or if you want to limit your search to specific areas of the WebDB site, you must use the advanced search feature.

To perform an advanced search:

- 1 Click **Advanced Search** on the navigation bar.
Or, if you are already on the Search results page, click the **Advanced Search** link in the upper-right corner.
Note If the Advanced Search link does not appear on the navigation bar, enter anything in the Search box and click **Go** to display the Search results page. If neither the Advanced Search link nor the Search box appear on the navigation bar, the site administrator has chosen to disable search capabilities for this WebDB site.
- 2 Enter your search criteria in the fields provided, using the menus to join the criteria with And or Or operators.
You may include multiple terms in each field, separated by spaces or commas. Enclose quotes around multi-word terms such as "New York". Searches are not case-sensitive.
- 3 Use the **Search In** and **Search By** menus to limit your search to specific areas of the WebDB site. If you do not restrict your search, all items in folders that you have permission to view are matched against the search criteria.
- 4 Use the **Search For Items Created Within** menu to limit your search to items created within a specific time frame.
- 5 Click **Submit**.
Only those items belonging to folders you are authorized to view are searched.

Interpreting search results

If *interMedia* Text searching is enabled on your WebDB site, your search criteria is compared to every word in every item on the WebDB site. If it isn't, the search criteria is compared to the item's title, description, and keywords. If you see  or  to the

right of each search result (you may even see  and  as well), then you know *interMedia* Text searching is enabled. Here is what these icons represent:

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	An HTML version of any text-based item.
	An HTML version of any text-based item with the search term highlighted.
	An overview of the item created by the <i>interMedia</i> Text search engine, also called the item's gist.
	The nouns and verbs appearing most often within the item, also called the item's theme.

On the Search results page, click on the item's link to access the item itself.

Saving a search

When you save a search, you save all the search criteria under a single name. This allows you to repeat the search quickly, by submitting the saved search name rather than re-typing the criteria manually.

To save a search:

- 1 Enter your search criteria, either in the Search box on the navigation bar or on the Advanced Search page.
- 2 Click **Go** or **Submit**, depending on which page you're on.
- 3 On the Search results page, click **Save Search** in the upper-right corner.
Note Public users do not see this link.
- 4 In the **Search name** field, type a name under which to save your criteria.
- 5 Click **Save Search**.
The next time you log on, you will see the name you assigned to this search criteria under the **Saved searches** banner on your personalized version of the home page. To re-submit the search, click on the search name. To see the criteria for a search before submitting it, see "Running reports on searches."

Note

- Only logged on users can save searches.

Re-using a saved search

This help topic assumes you have already saved a search using the instructions in "Saving a search. "

To re-use a saved search:

- 1 Log on to the WebDB site.
- 2 On your personalized home page, under **Saved searches**, a list of the searches you have saved is displayed.
- 3 Click the search you want to perform.

Tips and Tricks

Accessing all folders from your WebDB site's home page

To access all folders from your WebDB home page:

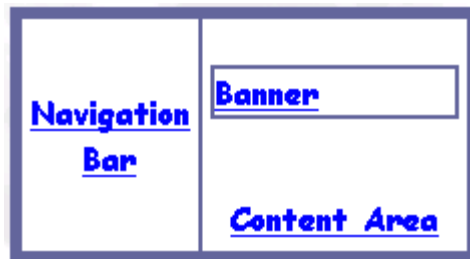
- 1 Identify all the folders for which you have "Create With Approval" and "Manage Items" privileges.
- 2 Add each of these folders to your Interest list by clicking the add to interest list icon . The folders are automatically added to your Interests list on your WebDB home page.
- 3 Click the folder link you want to access from under either the **Interests** banner or from under the **Owned folders** banner.
The folder page for the selected folder is displayed.

Removing banners from folder page

If you would like to remove banners, such as folder, category, news, or personal folder banners from the folder page, you can do this by suppressing the banner height. The result is a list of items displayed without any banners on the folder page.

To remove banners from folder pages:

- 1 Click  or the Folder link on the Administration page. The Folder Manager Site Map is displayed.
- 2 Locate the folder you want to edit and click .
- 3 From the Folder Manager, click the **Style** tab .
- 4 In the Site Style diagram, click the area you want to customize: Navigation Bar, Banner, Content Area. In this case, you want to click the **Banner** link.



The Style Manager: Main Site Style (Banner) page is displayed.

- 5 To remove the banner, set the appropriate banner height to '0' (pixels). You can suppress the height of any of the following banners:
 - **Main Banner Height:** top banner on the page
 - **Sub Banner Height:** displayed directly under the main banner, and is used as a backdrop to display the folder description
 - **Header Banner Height:** for Category and Perspective banners
 - **Sub Folder Banner Height:** for nested folder(s) displayed below the parent folder

Removing banners from folder page

- **Personal Page Section Banner Height:** for **Owned folders, Interest, Items awaiting approval** banners

6 Choose any of the following buttons:

- Click **Apply** to accept your settings.
- Click **Reset** to revert to the previous settings.
- Click **Finish** to return to the Folder Manager: Style page.

Note

- If you don't see a banner, for example, the **News** banner, you can reset the page banner height to display banners. Typically, you should set the banner height approximately 20-25% greater than the text size you have chosen.

Troubleshooting

Why can't I see folder(s) under the Owned folders banner?

By default, the site administrator has the Own privilege on every folder on the WebDB site but if this privilege is revoked, folders won't display under the **Owned folders** banner. Similarly, if the site administrator or folder owner does not grant a user the Own privilege on a folder, the folder won't display under the **Owned folders** banner for the logged on user.

However, the user can use the Site Map to add or edit an item only if the folder owner or site administrator granted the user the appropriate folder privileges: "Own", "Manage Items", or "Create With Approval".

For more information, see:

- Granting folder privileges to users
- Granting folder privileges to groups

Why can't I assign the user or group to the Access List in the Folder Manager?

Why can't I assign the user or group to the Access List in the Folder Manager?

If you try to assign a user or group to the Access List in the Folder Manager and the following error appears:

```
This user does not exist in the database.
```

Reason: The user or group is not a member of the User Manager or Group Manager list. Before users or groups are available for selection in the user or group Access List in the Folder Manager, they must first be added to the User Manager or Group Manager list. For more information, see:

- Creating user in the User Manager
- Creating group in the Group Manager

Once you have created a user or group, the user or group is included in the database. At this time, you can assign the user or group to the Access List in the Folder Manager and grant users the appropriate folder privileges. For more information, see:

- Granting folder privileges to users
- Granting folder privileges to groups

Why aren't the item management tools icons displayed?

If the item management tools icons are not displayed, verify the following:

- Have you logged on to your Oracle WebDB Site? This allows you to view those folders you have access to. When you don't log on, you are considered a public user without any editing capabilities.
- From the Site Map, you must first click the appropriate folder link. Then, you must click the  at the upper-right of the folder banner to display the item management tools.
- If you cannot edit a particular item, this means that you have not been granted the "Own", "Manage Items", or "Create With Approval" privilege on the folder. If you want to edit an item, ask your site administrator or folder owner to grant you the appropriate folder privileges.

Why aren't referenced files or images displayed when I view the item?

Why aren't referenced files or images displayed when I view the item?

When items with referenced files are added to a WebDB site, the referenced files and images are not uploaded automatically with the item. Thus, when an end user clicks the link to view the item, the referenced files are not displayed.

To resolve this problem, the contributor who is adding the item must upload the referenced files.



If the pathname for the referenced files is not the same as the pathname for your item; for example, if the image is referenced to the ../images/ directory, then you must create a folder on your WebDB site with the reference name, images, and then add all images to this folder. This folder can be anywhere on your WebDB site as long as end users have View privileges on the images folder.

To upload missing referenced files:

- 1 After adding the item, click  located at the upper-right of the folder banner to enter edit mode.
- 2 Beside the item, click  (sub-items icon).
The Multiple File Item Files page displays from which you can upload the referenced file(s).
- 3 In each missing file field, browse to the location of the missing file or image.
- 4 Click **Apply** to save your changes and return to the folder page.
- 5 Verify that  now displays to indicate that the item contains referenced files or images but that none are missing.
In View mode, click the item link to display the item. All referenced files should now be displayed.

Why can't I open the file I downloaded from the WebDB site?

If you cannot open a file that you downloaded from a WebDB site, check the following:

- Is the file extension correct for the file you want to open? If it is not, change the file extension to reflect the program's file extension. For example, if the file you downloaded is a Powerpoint Presentation, the file extension should be *.ppt.
Note WebDB automatically appends a program file extension (*.exe) to files that are not included in the Oracle WebDB Listener Mime settings. If you want WebDB to automatically append the correct extension to your particular file type, ask your WebDB administrator to add your particular file type to the MIME Types set.
- Do you have the program that created the program? You may have to browse to the location of the program to open your file.

Why isn't the style I created applied to my folder?

With the exception of the Main Site Style which is the style for the root folder, a style is not applied to folders automatically. After creating a style, you must explicitly apply a style to a given folder from the Folder Manager: Style page. If no style is applied, the folder inherits the root folder's style.

For more information, see "Assigning a style to a folder."

Why doesn't the Category field display when I'm adding an item?

Why doesn't the Category field display when I'm adding an item?

Only Regular items require you to choose a category. Categories are not available for News, Announcement, or Quickpick items. However, you can associate any item type for any of these item display options. See "What are item display options?"

Note

- You cannot edit an item's display option once it is added to a folder. The item's display option is determined when you add an item to a folder for the first time with the Item Wizard.

Why can't I run reports to obtain statistics?

If you are a public or logged on user and you can't run any reports, check with your site administrator that the Enable Logged On Users To View Statistics feature is on. If this feature is not enabled, an end user won't see Site Statistics under Toolbox on the Administration page.

Note

- If you are not a site administrator, you can only see statistics for your own folders and those for public folders.

Why aren't the *interMedia* Text settings available for configuration

If you encounter the following error or if the *interMedia* Text settings are not available for configuration, this means that *interMedia* Text was not installed properly on your Oracle8i database.

```
Error 30605: This database version does not support
interMedia Text.
```

Before you configure the *interMedia* Text settings, you must first make sure that you have completed the installation and configuration instructions for setting up your environment for *interMedia* Text. Otherwise, *interMedia* Text may not be properly installed or unavailable to your end users. These instructions are available in "*Oracle WebDB Installation Guide*."

Why is an unhandled exception raised when I try to create an item with the Display In Place option?

If your WebDB site is installed on a 7.3.4 Oracle database, you will get an unhandled exception when you try to create one of the following item types with the **Display In Place** option: PL/SQL items, WebDB Components, and custom item types based on PL/SQL functions.

To address this problem, your site administrator must grant certain privileges to the WebDB site schema, as described in the 2.1 Release Notes. Contact your site administrator for assistance.

Glossary

Glossary List

Administration page

Page from which all Site Builder managers are accessed. Some managers, such as the Site Manager, Category Manager, and Perspective Manager, are reserved for the site administrator.

Only logged on users may access the Administration page; public users never see the Administration link on the navigation bar.

advanced search

Allows users to use multiple terms in a search, use the Boolean operators And or Or, and limit searches to specific categories, perspectives, or folders. Site administrators choose whether to implement the advanced search feature in a WebDB site.

Announcement

One of the four display options, which places the item directly below Quickpicks at the top of a WebDB site home or folder page. Announcements are typically reserved for important items you want to broadcast to all users, like recent promotions or news about the company picnic. Unlike News items, Announcements are not automatically archived.

banner

A .gif file containing a colored, horizontal bar with a title and optional graphic elements displayed on a WebDB page. A banner is used in WebDB pages to break the visual flow of a page and to group the related items that appear beneath it.

basic search

Allows users to locate an item in a WebDB site by entering a single term in the Search box. The Search box is located on the navigation bar, at the discretion of the site administrator or folder owner. The search criteria is compared to each item's title, description, and keywords, if available. Only those items the user has permission to view are searched.

browse mode

Usual mode of viewing and interacting with a WebDB site, as opposed to edit mode, which is used to perform folder and item management tasks.

category

A grouping of items on a WebDB site. A category helps users answer the question, "What is this item?" For example, in a travel site, you might have categories of maps, snapshots, or hotel reviews. Each Regular item (as opposed to Quickpicks, Announcements, or News items) added to a WebDB site must be assigned a category.

Category Links

One of the elements that can appear on the navigation bar. When Category Links is selected on the Folder Manager's Navigation Bar tab, all of the categories established for the WebDB site appear on the navigation bar as individual links. Users can then click a link to see all of the items associated with that category.

Category List

One of the elements that can appear on the navigation bar. If a user selects Category List on the Folder Manager's Navigation Bar tab, the user must then decide which categories should appear on the navigation bar, using the Available/Displayed Categories Links list boxes. The selected categories appear on the navigation bar as individual links. Users can then click a link to see all of the items associated with that category.

category dashboard

Set of buttons that appears at the top of a category page when displayed in edit mode. Allows quick access to all the tools used to create and manage categories.

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.

content area

In a WebDB site, the part of a folder page to the right of the navigation bar, where items are displayed.

contributor

User who has the authority to add content to a WebDB site; that is, the Own, Manage Items, or Create With Approval privilege. Folder owners control which users can add items to a given folder. The site administrator can also allow public users to contribute news items to the site's home page, subject to approval by the news administrator.

Create With Approval privilege

One of the folder privileges. Allows a user who is not the folder owner to add new items to the folder. Items that are added by a user with this privilege must be approved by the folder owner (or site administrator) before they are displayed.

custom item type

User-defined item type which includes values or functions that further control the display or functionality of the item. Custom item types are often function calls. These can be calls to PL/SQL functions that exist in your own database schema, or they can be external, or HTTP calls which are accessible only through an HTML or browser interface using a URL and parameter values. Custom item types are built upon the base item types defined in WebDB.

database access descriptor (DAD)

Set of values that specify how WebDB connects to the Listener or some other type of database server 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, connect string, error log file, standard error message, and National Language Support (NLS) parameters.

display option

Option specified during the item creation process, which determines where the item is displayed on the page. News items are displayed beneath the News banner. Quickpicks are displayed beneath the main banner, centered at the top of the page. Announcements appear below Quickpicks. Regular items are displayed beneath the appropriate category banner.

edit mode

Mode that enables an authorized user who has logged on to a WebDB site to manage folders and the items contained within the folders. To enter 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 does not have permission to add items to the folder and/or to change the folder's properties.

expiration period

expiration period

Number of days before an item expires, established during the item creation process. After an item expires, it is viewable only by the item's owner and the site administrator. Expired items are removed from the database during a system purge.

file item

One of the item types you can add to a folder. When you finish adding a file item, the file is uploaded to the WebDB site and stored in the host database. The title of the file item is displayed on the folder page as a link. When a user clicks the link, the file is downloaded to the user's computer and displayed in the user's Web browser.

folder

Containers for items. Folders in a WebDB site are similar to folders on a desktop computer in that they are organized hierarchically. This hierarchy, displayed in the Site Map, forms the structure of each WebDB site.

folder dashboard

Set of buttons that appears at the top of the folder page when the folder is displayed in edit mode. Allows quick access to all the tools used to create and manage folders and the items within them.

folder link item

One of the item types you can add to a folder. A folder link provides a route to another folder within this WebDB site. The title of the folder link is displayed on a folder page as a link. When the user clicks the link, the Web page referenced by the item is displayed in the user's browser.

folder owner

User with the Own privilege for a given folder. A folder owner controls the folder and its contents, and can grant folder access to other users. If the site administrator allows it, the folder owner also controls the style applied to the folder—that is, the folder's appearance. A folder may have more than one folder owner.

folder page

The page on which a folder's contents are displayed. A folder page is typically divided into discrete areas by the News banner and various category banners.

folder path

Chain of folder reference names separated by colons, starting at the root folder and ending at the object folder. Folder paths, which appear below the folder name on the title banner, describe the complete directory path of a folder and create URLs for folder links.

folder privileges

Refers to the user's level of access to a given folder. These levels are:

Users with this privilege	Are allowed to:
Own	Perform any tasks relating to the folder or its contents, including deleting the folder, choosing a new parent, adding, deleting, or modifying items, changing the navigation bar, and so on.
View	Look at the folder, but not add or change any of its items or perform any tasks affecting the folder itself.
Style	Modify the folder's style.
Manage Items	Add, delete, or change items belonging to the folder.
Create with Approval	Create new items for the folder. Items created by users with this privilege are not displayed until the folder owner has explicitly approved them.

folder reference name

folder reference name

Allows WebDB to uniquely identify each folder and its contents. The reference name is established when the folder is created and cannot be changed. If the supplied name is not unique, WebDB substitutes a unique value.

function

PL/SQL procedure or user function that returns a value. End users can execute procedures or functions in a WebDB site by clicking on the title of a PL/SQL or custom item. Functions are usually small, very specific blocks of code written to perform a specific task within the scope of a larger application.

group

Collection of users who have access to a WebDB site and share a common need or interest. Users are assigned to groups based on their common responsibilities or access requirements; for example, Human Resources, Accounting, and so on.

group administrator

User who has the privilege to add or delete members from the group, or to delete the group itself.

HTTP function

See function.

imagemap item

One of the item types you can add to a folder. An imagemap is a collection of smaller images, each of which provides a link to a different URL.

interest list

Set of links displayed in a folder owner's personal version of the home page under the Interests banner.

interMedia Text

Advanced gist, theme, and text retrieval services offered in Oracle 8i that enables search criteria to be compared against every word in every item in a WebDB site. When *interMedia* is not available, or has not been enabled, search criteria is compared to each item's title, description, and keywords only.

item

Basic unit of content (such as text, files, and links) that folder owners or contributors place on WebDB site pages. When users add items to folders in a WebDB site, they are stored in the site's host database. The item title and its content (or results of execution, in the case of a link or function call) are displayed on automatically-generated Web pages by WebDB. Each item must be defined as one of the pre-defined item types (or custom item types, if they have been created), so that WebDB knows how to display the item and how to 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 title

Descriptive text that identifies each item on the home or folder page. The user clicks an item title to view or download the item.

item type

item type

WebDB provides eight item types: URL, file, text, imagemap, folder link, PL/SQL, WebDB component, and multiple files. When a new item is added to a WebDB site, the user specifies the base item type to control item display and functional characteristics. Custom item types are created by users, based on one of the basic item types.

keyword search

See basic search.

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 Web site.

Manage Items privilege

One of the folder privileges. Allows a user to make changes to existing items in a folder, or to add items to that folder.

multiple file item

One of the item types you can add to a folder. Allows you to quickly upload several files at once and store them in the database. Unlike single file items, you cannot associate titles or descriptions with files uploaded this way. Instead, the actual file names are used as file links on the folder page. You must choose a single category for all the files.

navigation bar

In a WebDB site, the area that allows users to navigate to frequently accessed or important areas of the WebDB site. 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 site 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.

News

One of the four display options. Usually reserved for time-sensitive material, News items appear beneath the News banner on the home or folder page, and can be any type of item. For example, a News item on a travel WebDB site could be a link to a Web page that temporarily advises against traveling to the Caribbean because of hurricane warnings. News items are archived according to settings made by the site or news administrator.

news administrator

User who has privileges to maintain and approve the news items on a WebDB site's home page.

Own privilege

One of the folder privileges. Allows a user to perform all functions on a folder, and to grant other users various privileges for this folder. Site administrators automatically have the Own privilege for every folder in a WebDB site.

page request

Web browser request sent to a Web server to transmit a Web page for display. Each time a page request is fulfilled, a log entry is made. These log entries can be queried in reports using the Site Statistics Manager to determine which pages on a Web site are most often requested.

personal folder

Area on a WebDB site reserved for a single user. A personal folder is created automatically when the user's database account is created in the User Manager. If the user's database account is created outside of WebDB, the user can create his own personal folder using the Personal Information Manager. Unless the owner grants the View

perspective

privilege to other users, only the owner can see the items in his personal folder (and the site administrator, who can see all the folders on the site).

perspective

A cross-category grouping of an item. 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 available only for Regular items, but are not required. More than one perspective can be assigned to an item.

perspective dashboard

Set of buttons that appears at the top of a perspective page when displayed in edit mode. Allows quick access to all the tools used to create and manage perspectives.

Perspective Links

One of the elements that can appear on the navigation bar. When Perspective Links is selected on the Folder Manager's Navigation Bar tab, all of the perspectives established for the WebDB site appear on the navigation bar as individual links. Users can then click a link to see all of the items associated with that perspective.

Perspective List

One of the elements that can appear on the navigation bar. If a user selects Perspective List on the Folder Manager's Navigation Bar tab, the user must then decide which perspectives should appear on the navigation bar, using the Available/Displayed Perspective Links list boxes. The selected perspectives appear on the navigation bar as individual links. Users can then click a link to see all of the items associated with that perspective.

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. The title of the item is displayed as a link. When a user clicks the link, the block is executed. The result is returned and displayed in the user's browser.

PL/SQL function

See function.

public folder

Any folder in a WebDB site that is viewable by end users without logging on. The folder owner or site administrator must designate a folder as public.

public user

User who browses and views a WebDB site without logging on. Public users can see only those features that the site administrator has made available on the navigation bar, and can view only public folders.

Quickpick

One of the four display options, which places the item's title at the top center of a WebDB site home or folder. Quickpicks are often designated for items that are frequently accessed by your audience, and are often displayed as graphic links.

Regular item

One of the four display options, which places the item's title beneath the category banner to which the item belongs. A folder page typically contains several category banners, with Regular items listed beneath them. A Regular item is the only type of item associated with a category and, optionally, perspectives. A Regular item must belong to one category, and only one. A Regular item may also be associated with one perspective, many, or none at all.

rollover image

rollover image

A second image that is displayed whenever the cursor is moved over an image on the navigation bar in a WebDB site.

root folder

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

search

See basic search.

search engine

Application for searching for Web pages on the Web. Yahoo! is a popular search engine that anyone can use. In WebDB sites, end users can perform basic or advanced searches using *interMedia Text*, assuming it has been installed with Oracle 8I and enabled by the site administrator.

site

See WebDB site.

site administrator

User who has full privileges over the entire WebDB site. Site administrators set up and maintain the site; designate folder owners, news and style administrators; create perspectives and categories for the site; and manage users. Site administrators can also view all the folders on the site, including any user's personal folder.

site contact

E-mail address of the person (or generic job title) designated as the primary contact for the WebDB site. Assuming that the folder owner chooses to display the site contact in the navigation bar, the site contact's e-mail address is displayed in the format: Webmaster: <email address>.

site log

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

Site Map

Displays the hierarchical organization of all folders in a WebDB site that the user has privileges to view or access. Users can click any folder link in the hierarchy to display that folder's page.

site statistics

Report tables and bar graphs that provide detailed and summary information on page requests, users and groups, item requests, and searches.

subfolder

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

style

Set of values and parameters that controls the appearance of folder pages in a WebDB site. Styles can control the look and feel of all the pages in the entire site, or they can be applied to a single folder.

system purge

system purge

Deletes all items in a WebDB site marked as deleted or expired from the database.

style administrator

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

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 WebDB site's host database. The title of the item is displayed as a link. When a user clicks the link, the text is displayed in the user's Web browser.

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 WebDB site. The title of the URL item is displayed as a link. When a user clicks the link, the Web page referenced by the link is displayed.

user name

Unique string of characters identifying an authorized user's account on an Oracle database. Any database user may use their database account to log on to a WebDB site. Users may also be created by the site administrator through the User Manager.

version control

When enabled, creates a new copy of an item in the database when the user updates the item and clicks the Add as New Version button in the Item Manager.

View privilege

One of the folder privileges. Allows a user to view any item in a folder, except items that have expired or have been deleted.

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.

WebDB component

Stored procedure created using the WebDB Component Build Wizard. WebDB components include charts, forms, reports, and menus.

WebDB Component item

One of the item types you can add to a folder. A WebDB component item may be a chart, form, report, and so on, created by the WebDB Component Build Wizard and stored in the host database. The title is displayed on the folder page as a link. When the user clicks the item, the WebDB component executes and sends the result to the user's browser.

WebDB site

Web site created with the Site Creation Wizard in WebDB and developed using site management tools within the site itself. A WebDB site consists of folders, which are containers for various items including URLs, text blocks, files, folder links, imagemaps, WebDB components, and PL/SQL procedures.

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