

Oracle® WebDB™

Creating and Managing Sites - Field-Level Help

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Send Us Your Comments

Oracle WebDB Creating and Managing Sites - Field-Level Help, Release 2.2

Part No: A77058-01

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?
- Are the examples correct? Do you need more examples?
- What features did you like most about this manual?

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 - Field-Level Help, Release 2.2

(Part No: A77058-01) is a hardcopy version of the online Field-Level Help for the site building features of WebDB. Field-Level Help describes each field and button on each page of WebDB.

To display online Field-Level Help in WebDB, click the small 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\siteref.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

Information Unit	Description	Location in \doc\us directory on WebDB product CD
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
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 - 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 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 Sites - Task Help (Part No: A77056-01)	Hardcopy-formatted version of the online Task Help for the Web Site building features of WebDB.	sitetask.pdf

Frequently Used Pages

Item Toolbar

Description When you enter edit mode, one or more icons from the item toolbar are displayed next to each item. Use these icons to manage the items on your WebDB site.



Click to add an item beneath this item.

Displays the Item Wizard, which you use to create an item.



Click to edit this item.

Displays the Item Manager, which you use to view and change information about this item and update it.

Note: If this item is currently checked out, the advisory message 'Checked out by: <username>' is displayed and edit mode is not available.



Click to delete this item from the folder.



Click to add an item as a sub-item.

Displays the Item Wizard, which you use to create new items.



Click to move this item to another folder.

Displays the Move Item page. Click the Move To button next to the folder where you want this item moved.

Note: Only those folders that you own or for which you have the Manage Items privilege are displayed.



Click to move this item up in a list of vertically displayed items.

Item Toolbar



Click to move this item to the left in a list of horizontally displayed items.



Click to check an item out.

When an item is checked out, no other user can edit the item. The message 'Checked out by: <username>' is displayed with the checked-out item, and edit mode is not available.

Note: This button is displayed only when the check-out option has been established for this item. You establish the check-out option when you add or edit an item.



Click to check in  an item in that is currently checked out.

Displayed only when the check-in, check-out option has been implemented.



Click to display all of the versions of this item.

All versions of the item are displayed by title, with the oldest version at the top and the newest version at the bottom of the list. By default, the newest version is always displayed on your WebDB site. Choose any version you want displayed, and click **Set as Current Version**. You can also edit or delete any version on this page.

If this item is currently checked out, the advisory message 'Checked out by: <username>' is displayed and the Version tool is not available.

Note: This button is displayed only when the version control feature is enabled by the site administrator.



Click to expire the item.

Displays 'expired' in red text (when you are logged on) to indicate this item has expired.

To reset the expiration period, click the Edit Item button and choose a new expiration period.

Note: This button is displayed only when an expiration period is set, other than Permanent. You set the expiration date when you add or edit an item.

If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.



Click to approve this item for display.

Note: This button is displayed beside items which have been added by public users (who can submit only News items, and only on the home page), and users who are logged on with the 'Create With Approval' privilege for a folder. These items are displayed to site administrators, news administrators, and folder owners, who can approve the item, edit it or delete it.

Items (of any type) created by logged on users who have the 'Create with Approval' privilege will appear under the 'Items Awaiting Approval' banner in the folder where they created the item.



Click to display missing files parsed from an uploaded HTML file.

When you create a file item and upload an HTML file, the file is parsed by WebDB. This process identifies each separate file (.gif and .jpg files, and other HTML files) that is needed to resolve this group of Web pages and display each link and image file. Each of these files is displayed by name on a Multiple File page with browse buttons so you can upload them to complete the process.



Click to display the files parsed from an uploaded HTML file.

You can use this page to upload modified image files.



Click to recover an item that has been deleted, but not purged.

Personalized Home Page

Welcome to your WebDB site home page. If you are reading this topic, you have logged on to the site and are now viewing your personalized version of the home page. What you see on this page will vary, depending on what your site administrator has designed for your site. However, you will probably see a page that looks something like this:



The shaded area to the left is called the navigation bar. Its contents are site-specific, but most navigation bars contain these elements:



Click to display the Site Map.

The Site Map displays all the folders in the WebDB site that you have permission to view and/or edit, in a hierarchical format.



Click to display the Administration page.

The Administration managers provide access to all of the tools you need to build and maintain your site.

For a discussion of all the navigation bar options, see [Navigation Bar Elements](#).

Your home page most likely contains a welcome banner at the top identifying you by your user ID. The body of your home page also contains one or more of the following banners:

News

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

Category

The next several banners on your home page are probably category banners. The name of the category appears in the banner. Beneath each banner are the items belonging to the associated category. To see an item, click it.

To see all the items in a category, click the category name.

Owned Folders

The items under this banner are folder links to the folders for which you have the Own privilege.

Each time you create a new folder, the title of the folder is placed here for convenient access.

Interests

The items under this banner are folder links of pages in the WebDB site which you have marked with the



Add to User Interest List button.

To remove an item from your user interest list, click the link to display the page, then click the  button.

Saved Searches

The items under this banner are links to search criteria that you have previously entered and saved under a single name.

To re-submit the search, click on the search name.

Items Awaiting Approval

The items under this banner are items that have been submitted to a folder you own by users who have the 'Create with Approval' privilege. Click the item to review it, then either approve or discard it.

A banner is displayed only if there are items to display beneath it.

To hide a banner's contents, click . To re-display the contents, click .

Site Map

Description Use the Site Map to see a hierarchical list of the folders in your WebDB site. The Site Map is tailored for each user; only the folders you can view and/or edit are displayed. To access a folder, click the folder link.

The home page, also known as the root folder, is at the top of the tree; all additional folders are arranged beneath it.



Indicates that there are folders inside which are not currently displayed. Click to open the folder and display the folders inside.



Indicates that the folders inside this folder are currently displayed. Click to close the folder.



Indicates that there are no folders inside this folder.

Notes

- The site administrator can view and edit all the folders on a WebDB site.
- The Site Map is presented alphabetically at each level of the hierarchy. Although you can affect the order in which folders appear on the navigation bar and on a folder page (assuming you have the necessary privileges), you cannot move the Site Map folders around at will.
- If you don't see the folder you want to access on the Site Map you do not have the necessary privileges. See your site administrator or the folder owner and request view or edit privileges.
- If a folder's parent folder is not public, the folder is moved all the way up to the top of the tree, even though it was not created at that level. If the Site Map seems misleading or confusing, see your site administrator or the appropriate folder owner for clarification.

Administration page

Description Use the Administration page to access the administration managers, which allow you to establish site-wide attributes, access statistical reports, design page styles, determine how to display links and items, and so on.

Notes

- The Administration icon, , is displayed in the navigation bar only when you are logged on.
- Site administrators can use all of the administration managers. Users who are logged on who are not site administrators can use only a subset of the managers, depending on their individual privilege level.

Title Bar Icons



Displays your WebDB site's home page, also known as a root folder. If you are logged on, your personalized version of the home page is displayed.



Displays the task-oriented help system, which provides step-by-step instructions for completing all WebDB site tasks.



Displays context-sensitive help for the page you are currently viewing.

Web Site Managers



Site

Displays the Site Manager, which the site administrator uses to establish or change site-wide settings.



Style

Displays the Style Manager, which you use to create, view, and edit styles.

Styles determine such things as button dimensions, navigation bar options, banner specifications, text characteristics, colors, and images for pages within a given folder.

Content Managers



Folder

Displays the Folder Manager, which you use to create and edit the folders in your WebDB site and to control folder access.

Folders establish the structure of your WebDB site.



Category

Displays the Category Manager, which the site administrator uses to create and edit categories.



Perspective

Displays the Perspective Manager, which the site administrator uses to create and edit perspectives.



Custom Item Type

Displays the Custom Item Type Manager, which you use to create and edit custom item types.

You can create custom item types to more closely identify items that don't quite match one of the item types provided by WebDB.

Access Managers



Group

Displays the Group Manager, which you use to organize and manage users by group.

When you organize users by group, you can apply common privileges more easily.



User

Displays the User Manager, which the site administrator uses to create and manage individual users.

While this manager is reserved for the site administrator, individual users can change their own passwords and record user details using the Personal Information Manager .



Privilege

Displays the Privilege Manager, which the site administrator uses to assign site, news, and style administration privileges to individual users.



Personal Information

Displays the Personal Information Manager, which is used by individual users to change passwords, create a personal folder, or record user information.

Toolbox



Site Statistics

Displays the Site Statistics Manager, which you use to create a variety of statistical reports.



Search

Displays the Search Manager, which the site administrator uses to establish search features and settings.

Site Manager

Site Manager: Main page

Description Use the Main page to view and establish general site-wide settings.

The Main page also allows you to provide Database Access Descriptors (DADs). The Listener uses DADs to connect the HTTP session to the appropriate schema owner.

Site-Wide Settings

Default Language	Language in which the site text is displayed. This value is set when the site is created using the Site Creation Wizard in WebDB. It cannot be changed.
Public User	Name of the database schema that public users connect to. A public user does not log on to a site.
Site Owner	Name of the database schema that owns this site. This value is set when the site is created using the Site Creation Wizard in WebDB. It cannot be changed.
Enable Folder Owners To Control Style	Check to allow the folder owner to control the style and attributes of all Web pages in their folder. If you do not check this box, folder owners cannot control the style for individual folders; only site and style administrators may do so.
Enable User Interest Lists	Check to implement user interest lists. When this option is enabled,  is displayed on the right side of the main banner on each folder. Logged on users can click  to select folders they want to view frequently. Selected folders are displayed as links under the Interests banner on the user's personalized home page .

Enable Logged On Users To View Site Statistics	Check to enable users who are logged on to view site statistics. Users with log on privileges will be able 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.
Site Contact	Type the e-mail address of the person (or generic job title) who is designated as the primary site contact Webmaster; for example: <code>webmaster@travelsite.com</code> This e-mail address is displayed in the lower left corner of each page, assuming the navigation bar element Site Contact has been added to the navigation bar. Users can click the link to send e-mail to the Webmaster.
Site Logs' Retention Period	Type the number of days that site logs are retained before they are purged automatically. The default value is 7. Site logs contain information about how the site is being used: how many and what kind of searches are performed, which folders and items exist on the site, and so on.
Update Logs' Retention Period	Type the number of days that update logs are retained before they are purged automatically. The default value is 31. Update logs store information on modifications that have been made to folders and items.
Site Logo	Type the fully-qualified directory path and name of the graphic image to display as the site logo at the top of the navigation bar; for example: <code>C:\travelsite\webart\canada.gif</code> Users can click the site logo to return to the site's home page. Ideally, the image should not be wider than the width of the navigation bar specified in the style (see Style Manager (Navigation Bar): Main

Browse

page) for this page. If the image is wider than the navigation bar, users will have to scroll to view the entire image.

Or, click to locate the graphic image on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.



Click to delete the site logo from the site.

The image will no longer be displayed in the navigation bar. The Delete button is displayed only when an image is displayed on this page.

Database Access Descriptor Name

Logged On User DAD

Type the Database Access Descriptor (DAD) for users who log on to your WebDB site.

Public User DAD

Type the Database Access Descriptor for users who do not log on to your WebDB site.

WebDB Component DAD

Type the Database Access Descriptor for the database where the WebDB components are stored.

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 old database, where the WebDB components actually reside.

Buttons

Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked Apply . Note: When you click another tab or click Finish , your changes are automatically saved. If you take any other action, the changes are lost.

Note

- Use the Style Manager (Navigation Bar): Main page to choose whether to display the navigation bar in a framed or non-framed browser window, and to select other navigation bar options including navigation bar width, resizable navigation bar and icon locations.

Site Manager: Items page

Description Use the Items page to establish settings pertaining to item behavior on your WebDB site, including version control, item deletion, keyword searches, and which items are deleted during a system purge.

Item Settings

Enable Item Version Control	Check to enable item-level version control. When version control is enabled, a copy of an item is made each time the item is updated and the user clicks Add As New Version in the Item Manager. Retaining older copies of items in the database enables you to retrieve down-level versions of an item, if necessary. If version control is not enabled, Add As New Version is not available; the same version of the item is updated when the user clicks Apply.
Retain Deleted Items Until System Purge	Check to continue to store items in the database that are marked as deleted until a system purge is performed. Otherwise, items that are deleted by a user are deleted immediately and cannot be retrieved.
Enable Keywords For Item Search	Check to allow users to associate keywords with items during item creation. For example, a travel site may display a map of Botswana. Keywords for the map of Botswana might include 'Maun Desert', 'Victoria Falls', and 'map'. When an end user performs a search on 'Victoria Falls', the Botswana map item will be included in the search results. Note: In addition to keywords, search operations also compare the title and description fields of each item to the search criteria.

NEW Icon Display Period

Type the number of days the New icon is displayed with the item title on a folder page.

The default value is 7.

System Purge

Purge Deleted Items

Check to remove all items marked for deletion from the database during a system purge.

When you click **Purge**, all items with the delete flag set are removed from the database.

Note: To mark an item for deletion, click  in the item toolbar (displayed only in edit mode). When you mark an item for deletion, it is no longer displayed. If you checked **Retain Deleted Items Until System Purge**, the items are retained in the database until a system purge is performed.

Purge Expired Items

Check to remove all expired items (including multiple versions, if they exist) from the database during a system purge.

When you click **Purge**, all items with the expired flag set are removed from the database.

Purge

Click to perform a system purge. When a system purge is performed, all items marked as deleted or expired are erased from the database.

Note: This action permanently deletes the marked items from the database.

Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Site Manager: News page

Description Use the News page to enable the news feature, establish whether public users can contribute News items, and control news archive periods.

News can be any type of item. For example, on a travel site you might add a URL item as News which links to a Web page temporarily advising against traveling to the Caribbean because of hurricane warnings in the region.

News Settings

Enable News

Check to enable the news feature.

When you enable news, items identified as News when created using the Item Wizard are listed by title under the News banner on the home page.

Items classified as News are usually time-sensitive. The number of news titles displayed under the News banner is controlled in the Style Manager (Content Area): Main page.

If you do not enable this feature, contributors cannot create News items.

Enable Public Users To Contribute News

Check to allow users who are not logged on to submit news to the home page.

When you check this box, an 'Add News' link is displayed at the top of the home page inviting users who are not logged on to submit news. When users click the button, the Item Wizard allows them to add News items.

Note: A News item submitted by a public user must be approved by a site or news administrator before it is displayed. When a site or news administrator logs on, items awaiting approval are displayed beneath the 'News Waiting Approval' banner at the bottom of their home page.

Move News Items To Archive After nn Days

Type the number of days that a News item is displayed under the News banner.

Delete News Items From
Archive After nn Days

The default value is 7. When the display period expires, the item is moved to the news archive.

The news archive is displayed by clicking the News link in the News banner.

Type the number of days that a News item remains in the archive.

The default value is 21. When the display period expires, the item's archive flag is set automatically, and the item is marked as deleted.

Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Site Manager: Custom Text page

Description Use the Custom Text page to change the default display text for some of the elements displayed in the navigation bar and content area.

When you change the text of navigation bar or content area links, you do so for an entire site. While a folder owner chooses whether to include a given link in that folder's navigation bar, the folder owner cannot control the actual text of the link.

Custom Text Settings

Category Link	Type the label for the category list, which may appear on the navigation bar. The category list is a drop-down list containing all the categories defined for the site. The default value is 'Category'.
Log On Link	Type the text to display as the link users click to log on to the site. The default value is 'Log On'. When a user views the site without logging on, they can see only those folders that are public. No site management or administrative functions are accessible without logging on.
Log Off Link	Type the text to display as the link users click to log off of the site. The default value is 'Log Off'.
News Link	Type the text to display as the News link, which appears on the News banner and, if selected by a folder owner, on the navigation bar. Users click the News link to display the news archive. The default value is 'News'. For example, on a travel site you might want to display 'Travel News' in the News banner.

Perspective Link	Type the text to display as the label for the perspective list, which may appear in the navigation bar. The perspective list is a drop-down list containing all the perspectives defined for the site. The default value is 'Perspective'.
Folders Banner	Type the text to display as the Folders banner title. The default value is ' Folders '. When you check the Display Folders check box in the Folder Manager, all of the folder's subfolders are displayed under this banner.
Site Map Link	Type the text to display as the label for the Site Map, which may appear in the navigation bar. The Site Map displays a hierarchical list of folders in your WebDB site, tailored for each user.
Buttons	
Finish	Click to save your changes and return to the page you are working on.
Apply	Click to save your changes and continue working.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked Apply. Note: When you click another tab or click Finish, your changes are automatically saved. If you take any other action, the changes are lost.

Graphic images on the Web

Web browsers can display two types of graphic image files: GIF (Graphic Image Format) and JPEG (Joint Photographic Experts Group). Therefore, the image file extension must be either .gif or .jpg.

Both file types can be created and manipulated using professional and consumer graphic art programs. When creating graphic images, the choices you make greatly affect the size of the image and thus the download time to the browser.

- GIF files are commonly used for line art and cartoon-style images that contain large areas of solid color.
- JPEG files are more complex than GIF files, so they are often larger than a GIF file of the same pixel dimension. For this reason, JPEG files are usually slower to download.
- While GIF images are limited to 256 colors, JPEG images use a 24-bit color scheme and can display thousands of colors. They are used primarily for images of digitized photography, or complex rendered and shaded graphic art. JPEG images use variable compression schemes to control quality and file size.

Style Manager

Style Manager: Create and Find page

Description Use the Create panel to create a new style. Use the Find panel to edit the new style you have just created, or to edit an existing style.

Styles are used by WebDB to automatically render folder pages based on the choices you have made. You create a style by choosing navigation bar options, text display choices, color schemes, and custom formats. After you have defined a style, you can apply the style to your folder using the Folder Manager.

Create Style

Name	Type the name of the new style. The name of the new style must be unique within the site. The name is limited to 30 characters.
Based on Style	Click to display a list of styles. Select the style you want to use as the basis for the new style. Once you have created the style, you can edit it to make it unique.
Private	Click to make this style viewable and usable only by you, the style owner.
Public	Click to allow any logged on user to view this style, or to use it as a base style when creating a new style.
Create	Click to create the new style.

Find Style

Name	Click to display a list of styles you can view, modify or delete.
Edit	Click to view and modify the selected style.

Style Manager: Create and Find page

Delete

Click to remove the style from the site.

Displays a confirmation dialog verifying that you want to remove the style.

Note: Folders assigned to the style you have just deleted will now use the default WebDB style.

Style Editor page

Description Use the Style Editor page to choose the area of the page you want to edit.

Edit Style

Navigation Bar

Click to edit the navigation bar settings in this style.

Banner

Click to edit the banner settings in this style.

Content Area

Click to edit the settings for the content area in this style.

Buttons

Finish

Click to return to the Style Manager: Create and Find page page.

Navigation Bar

Style Manager (Navigation Bar): Main page

Description Use the Style Manager Main page to edit the navigation bar options for this style.

Features and Values

Access:

Private

Click to make this style available only to you, the style owner.

Public

Click to make this style available as a basis for new styles, and to folder owners when they are creating their folders.



Click to choose a frame-based browser window and display the navigation bar in the left frame.

Note: Some older browser versions do not support frames.

Navigation Bar Width

Type the width of the navigation bar in pixels.

The default value is 130. If you display a navigation bar image, you should coordinate the width of the image with the width of your navigation bar.

Resizable Navigation Bar

Click to allow the user to resize the width of the navigation bar frame in the browser.



Click to display a navigation bar in a non-framed browser window.

The navigation bar is integrated in the page body at the top center of each page.

Log On Prompt Location

From the drop-down menu, choose where in the navigation bar to place the log on prompt.

Note: Applies only when you have chosen to display the navigation bar in a non-framed browser window.

Administration Icon Location	From the drop-down menu, choose where in the navigation bar to place the administration button. Note: Applies only when you have chosen to display the navigation bar in a non-framed browser window.
Search Field Location	From the drop-down menu, choose where in the navigation bar to place the search field. Note: Applies only when you have chosen to display the navigation bar in a non-framed browser window.

Buttons

Finish	Click to save your changes and return to the Style Editor page.
Apply	Click to save your changes and continue working.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked Apply. Note: When you click another tab or click Finish, your changes are automatically saved. If you take any other action, the changes are lost.

Style Manager (Navigation Bar): Text page

Description Use the Text page to choose the font, size, and style for text displayed in the navigation bar. First, choose the font, size, and style from the drop-down menus. Then, click one or more check boxes to apply the settings to the associated text elements.

Font	From the drop-down list of available fonts, choose a font to apply to the navigation bar element(s).
Font Size	From the drop-down list, choose the font size of the text. Note: The font sizes listed are HTML font sizes 1 through 7, not point sizes.
Font Style	From the drop-down list of font styles, choose the style to apply to the navigation bar element(s).
Navigation Bar	
Link	Check to apply the font, size, and style choices to any text in the navigation bar displayed as a link; for example, folder links, category links, log on/log off links, and so on.
Text	Check to apply the font, size, and style choices to ordinary text displayed in the navigation bar.
Contact	Check to apply the font, size, and style choices to the text of the contact displayed in the navigation bar. Note: The site contact is not displayed unless a value is entered in the Site Manager: Main page, and the contact link is selected for the navigation bar using Folder Manager: Navigation Bar page.
Buttons	
Finish	Click to save your changes and return to the Style Editor page.
Apply	Click to save your changes and continue working.
Reset	Click to return the information you have changed to its original values when the page was initially displayed,

or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Style Manager (Navigation Bar): Color page

Description Use the Color page to view and edit the colors currently assigned to various elements of the navigation bar in this style.

Note

- In HTML, hex values are used to specify the red, green and blue (RGB) color values.

Color palette	Click a color in the palette to display the hex value of the color in the Color field. Then, click the check box to the left of each element you want to update.
Color	Displays the RGB value (in hexadecimal notation) of the color you selected in the color palette.
Copy Colors From Style	Choose the folder style from which to copy navigation bar colors.
Background	Click to apply the color identified in the Color field to the background of the navigation bar (if you are using a framed navigation bar). Note: Colors are applied to the background only if an image is not chosen for the navigation bar.
Link	Click to apply the color identified in the Color field to unvisited links in the navigation bar, such as Site Map, Administration, Log On/Log Off, and so on. An unvisited link is a link that has not been clicked by the user during the session.
Visited Link	Click to apply the color identified in the Color field to visited links in the navigation bar. A visited link is one that has already been clicked by the end user.
Text	Click to apply the color identified in the Color field to any element shown as ordinary text in the navigation bar.

Contact

Click to apply the color identified in the Color field to the site contact link.

The site contact is established using the Site Manager: Main page.

Buttons

Finish

Click to save your changes and return to the Style Editor page.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Style Manager (Navigation Bar): Image page

Description Use the Image page to display background images on your site's navigation bar. An image can be applied only if you have chosen a frame-based style on the Style Manager: Main page .

Values and Images

Background

Type the fully-qualified directory path and name of the graphic image to display; for example:

`C:\travelsite\webart\canada.gif`

Be sure the image is sized properly for your navigation bar before entering it in this field. You will not have the opportunity to size it within Site Builder.

Browse

Or, click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.



Click to delete the image file from the site.

The image will no longer be displayed. The Delete button is displayed only when an image is displayed on this page.

Buttons

Finish

Click to save your changes and return to the Style Editor page.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Banner

Banners

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

Main banner	Appears at the top of the page. Usually displays the folder title.
Sub banner	Appears directly beneath the main banner. 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 site's home page, containing the titles Owned Folders, Interests, and/or Saved Searches. If you are a news or site administrator, you may also see the banner "News Awaiting Approval". If you are a folder owner or site administrator, you may see the banner "Items Awaiting Approval", containing items created by users with the "Create with Approval" privilege.

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.

Style Manager (Banner): Main page

Description Use the Main page to set the height and alignment for each type of banner that can appear on your folder pages.

Features and Values

Access:

Private	Click to make this style available only to you, the style owner.
Public	Click to make this style available as a basis for new styles, and to folder owners when they are creating their folders.
Main Banner Height	Type the height of the top banner on the page in pixels. The default is 15. Tip: Set the banner height approximately 20-25% greater than the text size you have chosen.
Main Banner Text Alignment	Click to choose the horizontal alignment of the text that is displayed in the main banner.
Sub Banner Height	Type the height of the sub banner in pixels. The default is 15.
Sub Banner Text Alignment	Click to choose the horizontal alignment of the text that is displayed in the sub banner, which contains the folder's description.
Header Banner Height	Type the height of the header banner in pixels. The default is 15.
Header Banner Text Alignment	Click to choose the horizontal alignment of the text that is displayed in the header banner.
Sub Folder Banner Height	Type the height of the subfolder banner in pixels. The default is 15.
Sub Folder Banner Text	Click to choose the horizontal alignment of the text

Alignment	that is displayed in the subfolder banner. The subfolder banner contains the title Folders, and is displayed when you check the Display These Folders check box on the Folder Manager: Main page.
Personal Page Section Banner Height	Type the height of the personal page banners in pixels. The default is 15.
Personal Page Section Banner Text Alignment	Click to choose the horizontal alignment of the text that is displayed in the Owned Folders, Interests, and Saved Searches banners.

Buttons

Finish	Click to save your changes and return to the Style Editor page.
Apply	Click to save your changes and continue working.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked Apply . Note: When you click another tab or click Finish , your changes are automatically saved. If you take any other action, the changes are lost.

Style Manager (Banner): Text page

Description Use the Text page to choose the font, size, and style for the banners. First, choose the font, size, and font style from the drop-down menus. Then, click one or more check boxes to apply the settings to the associated banners.

Font	Choose from the available font faces.
Font Size	Choose from the available font sizes. Note: The font sizes listed are HTML font sizes 1(smallest) through 7(largest), not point sizes.
Font Style	Choose from the available font styles.
Banner Text	
Main Banner Text	Displayed at the top of each page. Contains the title of the folder.
Sub Banner Text	Displayed directly beneath the main banner. Contains the folder's description.
Header Banner Text	On a folder page, divides the page into news and category areas. On category and perspective pages, divides the page into folder areas.
Header Banner Link Text	Text displayed in header banners as links.
Sub Folders Banner Text	Area on a folder page from which other folders are accessible.
Personal Page Section Banner Text	Displayed at the bottom of your personalized home page : Owned Folders, Interests, and/or Saved Searches. If you are a news administrator, you may also see News Awaiting Approval. If you are a folder owner, Items Awaiting Approval may be displayed.
Buttons	
Finish	Click to save your changes and return to the Style Editor page.
Apply	Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Style Manager (Banner): Color page

Description Use the Color page to assign colors to the banners in this style.

Note

- In HTML, hex values are used to specify the red, green and blue (RGB) color values.

Color	Text box which displays the RGB value (in hexadecimal notation) of the color you selected in the color palette.
Copy Colors From Style	Choose the folder style from which to copy banner element colors.
Banner Attributes	
Main Banner Background	Click to apply the color identified in the Color field to the main banner background. The main banner background is the rectangle spanning the top of each page, used as a backdrop for the main banner text.
Main Banner Text	Click to apply the color identified in the Color field to the title of the folder.
Sub Banner Background	Click to apply the color identified in the Color field to the sub banner background. The sub banner background is the rectangle spanning each page, directly beneath the main banner. It is used as a backdrop for the sub banner text.

Banner

Sub Banner Text	Click to apply the color identified in the Color field to the folder description.
Header Banner Background	Click to apply the color identified in the Color field to the header banner background. The header banner background is the rectangle used to visually divide the folder page into news and category sections.
Header Banner Text	Click to apply the color identified in the Color field to header banner text. Header banner text is the text displayed in the header banner, including 'News', and specific category titles.
Header Banner Link Text	Click to apply the color identified in the Color field to header banner link text. Header banner link text is any text in a header that appears as a link.
Sub Folder Banner Background	Click to apply the color identified in the Color field to the sub folder banner background. The sub folder banner background is the rectangle used to visually divide the folder page into an area from which other folders can be accessed.
Sub Folder Banner Text	Click to apply the color identified in the Color field to sub folder banner text. The sub folder banner text is usually Folders, although it can be changed by the site administrator on the Site Manager Custom Text page .
Personal Page Section Banner Background	Click to apply the color identified in the Color field to the personal page section banner background. The personal page section banner background is the rectangle used to visually divide the bottom of your personalized home page into various sections.
Personal Page Section Banner Text	Click to apply the color identified in the Color field to personal page section banner text. Personal page section banner text is the following: Owned Folders, Interests, Saved Searches, News Awaiting Approval, and Items Awaiting Approval.

Buttons

Finish

Click to save your changes and return to the Style Editor page.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Content Area

Style Manager (Content Area): Main page

Description Use the Style Manager Main page to edit the features and values for the content area in this style.

Features and Values

Access:

Private Click to make this style available only to the style owner.

Public Click to make this style available as a basis for new styles, and to folder owners when they are creating their folders.

Folder Image Alignment Click to display the folder image to the left, right, or center near the top of the page.

Note: To specify a folder image, use the Folder Manager: Image page.

Icon Height Type the height of the icon in pixels.

Note: The item icon is assigned using the Item Wizard when an item is created.

Icon Width Type the width of the icon in pixels.

News Columns Type the number of news columns to display.

The default value is 1. Normally, you should not display news in more than two or three columns unless the news titles are one-word entries.

News Rows Type the number of news rows to display.

The default value is 10. Multiply the number of columns and rows together to determine the maximum news items displayed.

Note: If there are more news items in the database

than there are cells in the news table, the items will be randomly selected for display each time the page is generated.

Display Folder Path

Click to display the folder path as a series of links after all of the items in a folder.

Users can click the separate links in the folder path to navigate up the folder hierarchy.

Display Document Sizes

Click to display the document size in conjunction with the document name.

This helps a user to know how large it is before downloading it, particularly if they are using a modem connection.

Buttons

Finish

Click to save your changes and return to the Style Editor page.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Style Manager (Content Area): Text page

Description Use the Text page to choose the font, size and style for text displayed in the of this style. First, choose the font, size and style from the drop-down lists. Then, click the check box to the left of each text element you want to update.

Font	Click to display the list of available font faces. Choose the font of your choice for the text.
Size	Click to display the available font sizes. Choose the font size of the text. Note: The font sizes listed are HTML font sizes 1 (the smallest) through 7 (the largest), not point sizes.
Style	Click to display the font styles. Select the style to use to display the text.
Content Area Attributes	
Title Link	Check to apply the font, size, and style choices to any text displayed as a link.
Title Text	Check to apply the font, size, and style choices to any text displayed as a title, such as the name of a folder.
Item Attribute	Check to apply the font, size, and style choices to any text displayed as an item attribute, such as the size of the item.
Description	Check to apply the font, size, and style choices to the item description. The complete item, including the item description, is displayed when users click on any text item link on folder page.
Text Item	Check to apply the font, size, and style choices to text in the Text field of a text item.
Folder Path	Check to apply the font, size, and style choices to the folder path, which is displayed at the bottom of each folder page if this feature is enabled, using the Style Manager (Content Area): Main page.

Contact	Check to apply the font, size, and style choices to the text of the contact displayed at the bottom of each folder page.
Buttons	
Finish	Click to save your changes and return to the Style Editor page.
Apply	Click to save your changes and continue working.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked Apply . Note: When you click another tab or click Finish , your changes are automatically saved. If you take any other action, the changes are lost.

Style Manager (Content Area): Color page

Description Use the Color page to view and edit the colors currently assigned to various elements displayed in the content area.

Click a color in the palette to display the hex value of the color in the color field. Then, click the check box to the left of each element you want to update.

Note

- Hex values are used to specify the red, green and blue (RGB) color values in HTML.

Color	Text box which displays the RGB value (in hexadecimal notation) of the color you selected in the color palette.
Copy Colors From Style	Choose the folder style from which to copy page element colors.
Background	Click to apply the color identified in the Color field to background of the content area (the right frame, if using a framed navigation bar).
Title Link	Click to apply the color identified in the Color field to any items on this page displayed as links. A link is any text which an end user can click on to navigate to another URL. The link is displayed in the specified color before the link is clicked.
Title Text	Click to apply the color identified in the Color field to any titles displayed on this page.
Visited Link	Click to apply the color identified in the Color field to items on this page displayed as links which have been visited. A visited link is one which has already been clicked by the end user. Displayed in the color specified for Visited Link to indicate the page has already been visited.

Item Attribute	Click to apply the color identified in the Color field to item attributes which are displayed.
Description	Click to apply the color identified in the Color field to text from the Description field which is displayed.
Text Item	Click to apply the color identified in the Color field to text displayed from the Text field in a text item.
Folder Path	Click to apply the color identified in the Color field to text displayed at the bottom of each page identifying the folder path. You enable folder paths using the Style Manager (Content Area): Main page.
Contact	Click to apply the color identified in the Color field to the contact. The contact is the text at the bottom of each page specified in site contact, established using the Site Manager: Main page.
Buttons	
Finish	Click to save your changes and return to the Style Editor page.
Apply	Click to save your changes and continue working.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked Apply. Note: When you click another tab or click Finish, your changes are automatically saved. If you take any other action, the changes are lost.

Style Manager (Content Area): Image page

Description Use the Image page to display background images on pages using this style.

Values and Images

Background

Type the fully-qualified directory path and name of the graphic image to display; for example:
C:\travelsite\webart\canada.gif

Browse

Or, click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.



Click to delete the image file from the site.

The image will no longer be displayed. The Delete button is displayed only when an image is displayed on this page.

Buttons

Finish

Click to save your changes and return to the Style Editor page.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Folder Manager

Folder page

A folder page provides access to all the items contained within the folder.

When you are logged on, folder pages may be displayed either in view mode or, if you have the appropriate privileges, in edit mode. In view mode, one or more of these buttons may be displayed in the upper-right of the page banner:



Click to enter edit mode.

When you enter edit mode, the folder dashboard is displayed directly below the page banner, and an Item Toolbar is displayed beside each item. Use the tools in the dashboard to manage the page, and the tools in the toolbar to edit, delete, and organize items.

Note: This button is displayed only if you are authorized to edit the folder; that is, add or modify content, change the style, or edit the folder's properties.



Click to add this folder to your user interest list.

When you add a folder to your user interest list, it is displayed as a link under the Interests banner on your personalized home page so you have convenient access to it.



Click to remove this folder from your user interest list, which is displayed on your personalized home page.

Note: This button is displayed only on folder pages you have previously added to your user interest list.



Click to display context-sensitive help.

Folder page

Depending on how the folder owner designed the folder, the folder page usually contains one or more of the following banners:

Main banner	Appears at the top of the page; displays the folder title.
Sub banner	Appears directly beneath the main banner; displays the folder description.
News	Delineates the News section, assuming there are News items in this folder. News items are usually time-sensitive items, displayed as text links by title.
Category	Most common type of banner on a folder page. The name of the category appears in the banner. Under the each banner are the items belonging to the associated category. To see an item, click it. To see all the items in a category, click the category name.
Folders	A section on the page from which the folder's subfolders, if any, are available.

Folders

Folders are the basic building blocks of a 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. The items accessible within a folder might include text files, graphical images, and even URLs for other related sites.

Dividing your Web 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 site, or you can restrict access to folders containing sensitive information to specific users who must first log on to the site.

Folder dashboard

Use the folder dashboard to access the administrative tools you need to create folders, manage them, or populate them with items.

Folder Dashboard



Click to add an item to the folder.

Displays the Item Wizard: Add an Item page, which you use to create new items.



Click to create a new folder inside this folder.

Hint: You can add a folder just beneath the root folder only if you have permission to edit the root folder.

Displays the Folder Manager: Create and Find page, which you use to create new folders.



Click to edit the folder properties.

Displays the Folder Manager: Main page, which you use to edit the folder properties.



Click to edit the navigation bar settings in the style assigned to this folder.

Displays the Folder Manager: Navigation Bar page.

Folder dashboard



Click to edit the style assigned to this folder.

Displays the Style Editor page, which you use to edit the navigation bar, banners and content area of this style.



Click to display the Administration page.

Displays the Administration page , which you use to access each of the Administration managers.



Click to return to browse mode when you are done editing the folder or its items.

Folder Manager Tree

Description Use this page to open, close, edit, delete, move, or create a folder.

Notes

- The site's home page is the only folder at the root level.
- The Folder Manager Tree looks much like the Site Map you use to navigate to a folder. However, the Folder Manager Tree is accessed only from the Folder Manager, and is used to perform an operation on a particular folder. The Site Map allows you to navigate to a folder only.

To create an item within a folder:

1. Click the folder, then click .
2. Click  to display the Item Wizard.

Use the Folder Manager Tree icons as follows:



Click to open this folder and display the folders inside.



Click to close the folder.



Indicates that there are no folders inside this folder.



Click to make changes to this folder.

Displays the Folder Manager Properties tabs, which you can use to change the folder's navigation bar, style, images, users, and so on.



Click to add a new folder beneath this folder.



Click to delete the selected folder.

Displays a confirmation dialog.



This action permanently erases the folder and all its contents (including other folders) from the database. Therefore, it is recommended that regular

Folder Manager Tree



database backups be made, and that a backup be performed prior to deleting folders.

Click to move the selected folder to another folder.

Displays the Move Folder page. Click  beside the folder you want to assign as the new parent.

Folder Manager: Create and Find page

Description Use the Create panel to add new folders to your WebDB site. Use the Find Folder panel to select a folder to edit.

Create Folder

Name

Type the internal name of the new folder.

The name must be unique within the site and limited to 30 alphanumeric characters. Spaces and special characters are ignored.

Note: This name is used by WebDB internally to uniquely identify each folder in a WebDB site. WebDB uses these folder names to form a fully qualified URL for the folder.

Title

Type the external name of the folder.

The folder title is used each time the folder is displayed or referenced in the WebDB site. For example, the folder title is displayed in the main banner on a folder page, on the Site Map, and when the folder is added to another folder as a link.

Create

Click to add the new folder to this site.

Tip: After you have created the folder, click Edit to customize it.

Find Folder

Name

Choose a folder to edit or delete.

Edit

Click to display the Folder Manager, which you use to view and edit the selected folder's details.

Delete

Click to delete the folder.

Displays a dialog confirming that you want to delete this folder, including any folders and all items in the folders.

This action permanently removes the folder, its folders and all content in the folders from the database. Click

Yes to delete the selected folder, or **No** to cancel the action and leave the folder unchanged.

Folder Manager: Main page

Description Use the Main page to establish general settings for the folder.

Notes

- The top folder in a Site Map is the home page, sometimes referred to as the 'root' folder.
- You can create folders inside other folders to create a hierarchy, just like folders are organized on your personal computer. For example, on a travel site you might have a folder for each country in the world. In the Scotland folder, you can create a folder called Music of Scotland. Then, to organize your items, you might create folders titled Celtic Groups, Bagpipe Bands, and Violinists as folders inside the Music of Scotland folder.

Folder Attributes

Name	Reference name of the folder you are currently viewing. The reference name, which must be unique within the WebDB site, is used to construct the URL for the folder items. The reference name is established when the folder is created. It cannot be changed.
Title	Type the text to use as the title of this folder. The title may or may not be different from the reference name. The title of the folder is displayed in the folder's main banner, and wherever the folder is referenced within the WebDB site.
Description	Type a description that helps end users understand the content of the folder. The description is displayed in the page's sub-banner.
Display This Folder To Public Users	Check to make this folder and its contents viewable by public users (users who are not logged on).

Note: If this option is not checked, only the site administrator, folder owners, and users to whom you have explicitly granted access privileges will be able to view this folder.

Folders Inside This Folder

Display These Folders

Click to display the folder's sub-folders on the folder page. The folders are displayed directly under any Quickpicks or Announcements which may appear on the folder page. The text of the banner is determined by the site administrator; by default, the banner is "Folders".

End users can click on the folders to navigate to them.

Note: The order you choose here pertains only to the folder page, not to the Site Map. The Site Map is always presented alphabetically.



Click to move the selected folder to the top of the list.



Click to move the selected folder up one position.



Click to move the selected folder down one position.



Click to move the selected folder to the bottom of the list.

Buttons

Finish

Click to save your changes and return to the folder page you are working on.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Folder Manager: Style page

Description Use the Style page to assign a style to the folder or to edit attributes of the currently assigned style.

Note

- You cannot edit a style unless you are the style owner, folder owner, or a style administrator. If you have been assigned the Style privilege for a folder, you may select a new style to apply to the folder, or you may create a new style which is automatically applied to the folder.

Change Style

Current Style	Displays the style assigned to this folder.
Select Style	Click to display a list of the styles you can assign to this folder.

Edit Style

Navigation Bar	Click to display the Style Manager (Navigation Bar): Main page, so you can edit elements of the navigation bar in the selected style.
Banner	Click to display the Style Manager (Banner): Main page, so you can edit the banners in the selected style.
Content Area	Click to display the Style Manager (Content Area): Main page, so you can edit the content area in the selected style.

Create Style

Name	Type the name of the style you want to create.
Create	After you specify a name for the new style, choose a style on which to base the new style, and select Private or Public, click Create to create the new style. The style is automatically applied to the current folder. To customize the new style, scroll up to the top of the page, make sure the new style appears in the Change Style field, and click the area you want to modify under the Edit Style banner.

Based on Style

Select a style on which to base the new style.

Access:

Private

Click to make this style available only to you, the style owner.

Public

Click to make this style available to folder owners, when they are creating their folders, and to logged on users creating new styles.

Buttons

Finish

Click to save your changes and return to the folder page you are working on.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Folder Manager: Image page

Description Use the Image page to choose an image for the navigation bar, and/or an image to replace the main banner at the top of the folder page.

Title Image on Navigation Bar

Image

Type the fully-qualified directory path and name of the graphic image to display; for example:

`C:\travelsite\webart\floraicon.gif`

The image is displayed on the navigation bar, replacing the folder title.

Note: To actually display this image in the navigation bar, go to the Folder Manager: Navigation Bar page and ensure that Folder Links is included in the Displayed Elements list, and that this particular folder appears in Displayed Folder Links list.

Rollover Image

Type the fully-qualified directory path and name of the graphic image to display; for example:

`C:\travelsite\webart\florarollover.gif`

The rollover image replaces the image in real time whenever the end user rolls the mouse over it.

Note: The rollover image should have the same pixel dimensions as the image. If the dimensions are not the same, the browser will distort it, because it displays the rollover image in the same rectangle as the image.

Browse

Click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to

choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG files with the proper suffixes.

Banner Image

Image

Type the fully-qualified directory path and name of the graphic image to display; for example:

`C:\travelsite\webart\nwfauna.jpg`

The banner image replaces the main banner at the top of the folder page. The text of the main banner is then visible only in edit mode.

Browse

Click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.



Click to delete the navigation bar, rollover, or banner image file from the folder.

The **Delete** button is displayed only when an image is displayed on this page.

Button

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to upload the new image files to the site.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Folder Manager: Navigation Bar page

Description Use the Navigation Bar page to create a navigation bar for this folder.



Click the **Reload** button in your browser to view the changes on your navigation bar once you have made them.

Note

- Use the Style Manager (Navigation Bar): Main page to choose whether to display the navigation bar in a framed or non-framed browser window, and to select other general navigation bar options.

Use Default

Click to use the default navigation bar for this folder.

The default navigation bar is the one defined for the site's root folder.

After selecting this option, click Apply.

Inherit From Parent Folder

Click to use the same navigation bar as the parent folder.

If you are the owner of the parent folder, you can click **Edit** to modify the navigation bar. Your changes apply both to the current folder **and** the parent folder.

After selecting this option, click Apply.

Note: If there is no navigation bar defined in the immediate parent's folder, the search will continue up the inheritance chain until one is found, or until the root folder is reached.

Customize

Click to create a specific navigation bar for this folder.

This option allows you to select which elements and features to display in the navigation bar.

After selecting this option, click Apply.

Navigation Bar Choices

Available/Displayed Elements

Use these list boxes to choose which elements and features to display in the navigation bar. The order in which the elements appear in the Displayed Elements box is the order in which they will appear on the navigation bar.

Available/Displayed Folder Links

Use these list boxes to choose which folder titles on your site to display in the navigation bar, and to determine their display order.

Note: Before doing so, make sure that Folder Links appears in the Displayed Elements list.

Available/Displayed Category Links

Use these list boxes to choose which categories to display in the navigation bar, and to determine their display order.

Note: Before doing so, make sure that Category Links appears in the Displayed Elements list.

Available/Displayed Perspective Links

Use these list boxes to choose which perspectives to display in the navigation bar, and to determine their display order.

Note: Before doing so, make sure that Perspective Links appears in the Displayed Elements list box.

Only the name of the perspective is displayed in the navigation bar, even if a graphic image is associated with the perspective. The graphic image is displayed only beside items on folder pages.

Include/Exclude Buttons

Click to move all items in the Displayed list box to the Available list box.



Click to move the selected item in the Available list box to the Displayed list box.



Click to move the selected item in the Displayed list box to the Available list box.



Click to move all items in the Available list box to the Displayed list box.

Order Buttons



Click to move the selected item to the top of the list.



Click to move the selected item up one position in the list.



Click to move the selected item down one position in the list.



Click to move the selected item to the bottom of the list.

Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Folder Manager: Users page

Description Use the Users page to grant folder privileges to individual users. Folder privileges establish a user's authority to view, create, modify, and delete items in a specific folder.

To allow a user to view this folder, enter the user ID in the **Name** field and click **Add to Access List**. Then use the check boxes in the User Access List to grant or revoke specific privileges for this folder. You can make several changes at once and then click **Apply**.



You cannot actually create users on this page. If you want to grant folder privileges to a new user, you must first create the user with the User Manager. (You must be a site administrator to do so.) To add a user to a group, use the User Manager: Groups page.

User

Name

Type the user name of the user you want to add to the Folder Access List. If you do not know the user name, click  to display the search dialog box.



Click to display the search dialog box. Type one or more characters to the left of the % (wildcard character) to find user names beginning with these characters.

Click **Find** to display all names matching the search criteria. Click a name to enter it automatically in the User Name text field.

Add to Access List

Click to add the user to the access list for this folder.

The user is automatically granted View access to the folder.

User Access List

This table lists each user who has access to this folder, and displays the current folder privileges they have. Use the check boxes to grant or revoke specific privileges.

Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Folder Manager: Groups page

Description Use the Groups page to establish a group's authority to control, view, and modify the contents of a folder. When you assign a privilege to a group, you set the privilege for each user in that group.

To allow a group to view this folder, enter the group name in the **Name** field and click **Add to Access List**. Then use the check boxes in the Group Access List to grant or revoke specific privileges for this folder. You can make several changes at once and then click **Apply**.

When a user is added to a group already on the access list, the user inherits all of the privileges assigned to the group.

To create a group and manage its membership, use the Group Manager.

Group

Name

Type the name of the group you want to add to the group access list. If you do not know the group name, click  to display the search dialog box.



Click to display the search dialog box. Type one or more characters to the left of the % (wildcard character) to find group names beginning with these characters.

Click **Find** to display all names matching the search criteria. Click a name to enter it automatically in the Group Name text field.

Add to Access List

Click to add the group to the Group Access List for this folder.

Group Access List

This table lists each group who has access to this folder, and displays the current folder privileges.

Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its

original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Move Folder page

Description Use the Move Folder page to select a new parent for the folder you have chosen to move.



Click to open this folder and display the folders inside.

Indicates that there are folders inside which are not currently displayed.



Click to close the folder.

Indicates that the folders inside this folder are currently displayed.



Indicates that there are no folders inside this folder.



Click to place the folder you are moving inside this folder.

Navigation bar elements

Description WebDB allows you to decide which elements you want to appear on the navigation bar for a given folder. Many of these elements are links; some expose functionality for end users. Use the Folder Manager: Navigation Bar page to determine which elements to display.

Note: The actual text for many of the links is determined by the site administrator using the Site Manager: Custom Text page.

BLANK SPACE	Creates vertical space between elements in the navigation bar. Note: You can use this element as many time as you want to add vertical space between elements in the navigation bar. Each BLANK SPACE element corresponds to a Break HTML tag.
Administration Link	Displays the Administration logo and the word Administration as a link. Public users never see this link; only logged on users may click it to display the Administration page.
Advanced Search	Displays the Advanced Search Link, which end users can click to enter complex search criteria on the Advanced Search page.
Basic Search	Displays the basic search box with a Go button. End users type words to use as search criteria. The search engine compares this criteria to each item's title, description, and any keywords that were associated with the item when it was created. Only items the user has permission to see are searched. Each match is displayed by title as a link which you can click to display the item itself.
Categories List	Displays all categories defined for the site in a drop-down list. When you choose a category from this list and click Go, a category page is displayed listing all the items belonging to this category. Each item title is displayed as a link, which you can click to display the item itself.

Navigation bar elements

	Note: Only the items you are authorized to see are displayed.
Category Links	Displays categories by title on the navigation bar. If an image has been defined for a category, the image is displayed in place of the category title. Note: If you select Category Links for the navigation bar, be sure to identify which categories you want to display using the Available/Displayed Category Links boxes on the Navigation Bar tab. If you do not, no categories will be displayed.
Folder Links	Displays folders by title in the navigation bar. Note: If you select Folder Links for the navigation bar, be sure to identify which folders you want to display using the Available/Displayed Folder Links boxes on the Navigation Bar tab. If you do not, no folders will be displayed.
Log on/Log off Link	Displays a text link which users may use to log on to the site. The default values 'log on' and 'log off' can be changed by the site administrator in the Site Manager: Custom Text page. To log on, a user must have a user name and password. Users who have database accounts on the database where the site is stored are automatically WebDB users. Users log on to view and/or edit folders, as well as to perform site management and administrative functions as authorized. Any user who views the site without logging on is considered a public user.
News Link	Displays a text link which end users can click to display the news archive. The news archive contains all News items by title in reverse chronological order. Click a news title to display the News item.
Perspectives List	Displays all perspectives defined for the site in a drop-down list. When you choose a perspective from this list and click Go, a perspective page is displayed listing all the items belonging to this perspective. Each item title is displayed as a link, which you can click to display the item itself. Note: Only the items you are authorized to see are displayed.

Perspective Links	Displays perspectives by title on the navigation bar. Note: If you select Perspective Links for the navigation bar, be sure to identify which perspectives you want to display using the Available/Displayed Perspective Links boxes on the Navigation Bar tab. If you do not, no perspectives will be displayed.
Site Contact	Displays the site contact as 'Webmaster: <e-mail ID>'. The <e-mail ID> is defined by the site administrator on the Site Manager Main page. Users click the site contact to display an e-mail form they can use to communicate with the Webmaster.
Site Logo	Displays the site logo. When public users click the site logo, the site's home page is displayed. When logged on users click the site logo, a personalized version of the home page is displayed.
 Site Map	Displays the Site Map. Users click this button to display the WebDB site in hierarchical form. They can use the Site Map to navigate to and display other folders.
Site Name	Displays the site name as a link. When public users click the site name, the site's home page is displayed. When logged on users click the site name, a personalized version of the home page is displayed.

Folder and administrator privileges

Privileges are divided into two categories: site and folder. There are some tasks that only a site administrator can perform, such as specifying site-wide settings. Folder owners have complete authority over the folders they create, and may choose to bestow partial or full access to other users or groups of users.

Folder Privileges

Own	Click to grant the Own privilege. Grants the user full authority over the folder, including the authority to grant privileges to others.
View	Click to grant the View privilege. The user may view any item in the folder, except those items which are deleted or expired. This is the lowest level user privilege.
Style	Click to grant the Style privilege. Permits a user to select a new style to apply to the folder, or to create a new style which is then automatically applied to the folder.
Manage Items	Click to grant the Manage Items privilege. Permits a user to make changes to items that already exist in the folder, but not to add new items. When this privilege is assigned the View privilege is also implicitly assigned, because the user must be able to view the folder to create items in the folder.
Create With Approval	Click to grant the Create With Approval privilege. Permits a user who is not the folder owner to add new items to this folder. Items that are created using this privilege must be approved before they are displayed. When this privilege is assigned the View privilege is also implicitly assigned, because the user must be able to view the folder to create items in the folder.

Administrator privileges can be granted only by a site administrator. The first site administrator is established when the site is created; however, that site administrator can designate other site administrators. Site administrators can grant both administrator privileges and folder privileges.

Administrator Privileges

Site Administrator

Check to grant the site administrator privilege.

This is the highest level privilege on a WebDB site. As site administrator, the user may implement and use all of the features on the site. In addition, the user has full privileges over every folder on the site, including personal folders. Site administrators may view every item, modify anything on the site, and create, modify, and delete any folder or items on the site.

A site administrator can also create users, groups, and control user access. In addition, they can also perform style and news administrator functions.

Style Administrator

Check to grant the Style Administrator privilege.

The style administrator establishes the look and feel of the site. As style administrator, you have control over color schemes, text, fonts, and images used on your site. A style administrator can also design new styles using the Style Manager.

News Administrator

Check to grant the News Administrator privilege.

A news administrator has authority to approve news submitted on the home page by users who are not logged on (public users), and logged on users with the Create With Approval privilege.

Category Manager

Category page

Description A category page lists all the Regular items belonging to a given category. (Announcement, Quickpick, and News items do not belong to categories.) You can

identify a category page by the  in the top banner, next to the name of the category. The remaining banners on the page list the names of the folders containing items belonging to the category. Beneath each folder banner are the items themselves.

If you are authorized to view the category page in edit mode,  appears in the upper-right corner. When you enter edit mode, the category dashboard is displayed, which contains these buttons:



Click to add a Regular item to this category.

Displays the Item Wizard: Add an Item page, which you use to create new items.



Click to create a new category.

Displays the Category Manager: Create and Find page, which you use to create new categories and edit existing categories.



Click to edit the properties of this category.

Displays the Category Manager: Features and Values page, which you use to edit existing categories.



Click to display the Administration page.

Displays the Administration page, which you use to access the Administration managers.



Click to return to browse mode when you are done editing the category.

Categories

A category is a logical grouping of items. For example, a travel site might have categories for Hotels, Flight Information, and Travel Tips. A category is assigned to a Regular item when the item is created. Each Regular item must belong to one category, and only one. Categories are not available for Announcement, Quickpick, or News items.

Category Manager: Create and Find page

Description Use the Create panel to create a new category for the site. Use the Find panel to view and make changes to existing category settings and attributes.

To help users quickly navigate to items in which they're particularly interested, such as Hotels, you can display the category list or specific category titles right on the navigation bar. Use the Folder Manager: Navigation Bar page to do so.



Because you must assign a category to each Regular item when it is created, a default category is provided by WebDB, called 'General'. This allows users to add items even if you, the site administrator, have not yet created all the categories for the site.

Create Category

Name	Type the name of the new category. This name must be unique, and is limited to 30 characters.
Create	Click to create the new category.

Find Category

Name	Choose the category to view or edit.
Edit	Click to display the selected category settings, which you can view and modify.
Delete	Click to delete the selected category.

Caution: When you delete a category, a dialog is displayed warning you that all items associated with this category will be automatically deleted. Click **Yes** to proceed or **Cancel** to cancel.

Category Manager: Features and Values page

Description Use the Features and Values page to change the category name, or to associate a graphic image with the category. Unlike perspective images, category images are not displayed beside an individual item. Instead, category images are displayed on the navigation bar, replacing the category's title.

Category Name and Image

Name	Displays the name of the selected category, which you can modify.
Title Image on Navigation Bar	Type the fully-qualified directory path and name of the graphic image to display on the navigation bar, instead of the category name. Use this format: C:\travelsite\categoryart\flowers.jpg To display this image in the navigation bar, make sure the category appears in the Displayed Category Links box on the Folder Manager: Navigation Bar page.
Browse	Click to locate the file on your local or network drives and select it. When you click Apply or Finish, the file is uploaded to the site. Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG files with the proper suffixes.
	Click to remove the association of the title image with this category.

The image will no longer be available for display in the navigation bar; the category name will be used instead. The Delete button is displayed only when an image is displayed on this page.

Buttons

Finish

Click to save your changes and return to Category Manager.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Perspective Manager

Perspective page

Description A perspective page lists all the items associated with a given perspective.



You can identify a perspective page by the  in the top banner, next to the name of the perspective. The remaining banners on the page list the names of the folders containing items associated with the perspective. Beneath each folder banner are the items themselves.

If you are authorized to view the perspective page in edit mode,  appears in the upper-right corner. When you enter edit mode, the perspective dashboard is displayed, which contains these buttons:



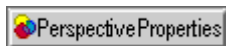
Click to add an item associated with this perspective.

Displays the Item Wizard: Add an Item page, which you use to create new items.



Click to create a new perspective.

Displays the Perspective Manager: Create and Find page, which you use to create new perspectives and edit existing perspectives.



Click to edit the properties of this perspective.

Displays the Perspective Manager: Features and Values page, which you use to edit existing perspectives.



Click to display the Administration page.

Displays the Administration page, which you use to access the Administration managers.



Click to return to browse mode when you are done editing the perspective.

Perspectives

A perspective is a cross-category grouping of items. In a travel site, you might have a perspective called Beach Vacations, which includes items from different categories: a text file called Four-Star Hotels in Fiji (from the Hotels category), a URL for Suntrips (from the Flights category), and a file called Avoiding Mosquitoes (from the Travel Tips category.)

Perspectives are assigned during item creation. A Regular item may have more than one associated perspective, or none at all. Perspectives are not available for Announcement, Quickpick, and News items.

Perspective Manager: Create and Find page

Description Use the Create panel to create a new perspective for the site. Use the Find panel to view and edit existing perspectives.

To help users quickly navigate to items belonging to a given perspective, such as Beach Vacations, you can display the perspective pull-down list or specific perspective titles right on the navigation bar. Use the Folder Manager: Navigation Bar page to do so.

Create Perspective

Name	Type the name of the new perspective. The name must be unique, and is limited to 30 characters.
Create	Click to create the new perspective.

Find Perspective

Name	Choose the perspective you want to edit or delete.
Edit	Click to display the selected perspective settings, which you can view and modify.
Delete	Click to delete this perspective. When you delete a perspective, items associated with that perspective are not deleted. Note: When you delete a perspective that is displayed in the navigation bar, you may have to refresh the frame or window in your browser for the changes to take effect.

Perspective Manager: Features and Values page

Description Use the Features and Values page to edit a perspective, or to associate an icon or graphic image with a perspective.

To display perspective titles in the navigation bar, use the Folder Manager: Navigation Bar page.

Perspective Name and Icon

Name Displays the name of the selected perspective, which you can modify.

Icon Type the fully-qualified directory path and name of the graphic image to associate with this perspective; for example:

C:\travelsite\perspectives\nyc.gif

The icon appears next to items associated with the perspective, assuming you check the Display Icon With Items check box. When the perspective is included as a link on the navigation bar, the perspective name is used, not the icon.

Browse Click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG files with the proper suffixes.



Click to delete the image file from the site.

The image will no longer be associated with this perspective. The **Delete** button is displayed only when an image is displayed on this page.

Display Icon With Items

Click to display the icon with items associated with this perspective.

The icon is displayed to the right of the item title. End users can click this icon to display the perspective page, which displays all the items associated with this perspective.

Buttons

Finish

Click to save your changes and return to the Perspective Manager.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Custom Item Type Manager

Custom Item Type Manager: Create and Find page

Description Use the Create panel to create a custom item type. Use the Find panel to edit or delete a custom item type you previously created.



When you create a custom item type, you are not adding a new item to your WebDB site. You are simply creating a new *type* of item, in addition to the item types already defined.

Create Custom Item Type

Name	Type the name of the custom item type. The name must be unique, and is limited to 30 characters. The name is displayed in the Item Wizard Item Type drop-down list, along with the WebDB item types, so shorter names are better.
Base Item Type	Choose the item type on which to base your custom item type.
Create	Click to create the custom item type and make it available for content providers to use when they add an item.

Find Custom Item Type

Name	Choose the name of the custom item type that you want to edit or delete.
Edit	Click to edit the properties, attributes, or procedures of the selected item type.

Delete	Click to delete the selected custom item type. Note: When you click Delete, a dialog box warns that when you delete a custom item type, all items based on the type you are deleting are permanently erased from the site. Click Yes to confirm, or Cancel to leave the custom item type unchanged.
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Custom Item Type Manager: Main page

Description Use the Main page to view and edit the custom item type name and description.

Features and Values

Name	Displays the name of the custom item type, which you can modify. The name must be unique, and is limited to 30 characters.
Description	Type information about this custom item type that may be useful to others, such as the type’s arguments, functionality, or usage. The information in this field is displayed only on this page.

Buttons

Finish	Click to save your changes and return to the Custom Item Type Manager.
Apply	Click to save your changes and continue working.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked Apply. Note: When you click another tab or click Finish, your changes are automatically saved. If you take any other action, the changes are lost.

Custom Item Type Manager: Attribute List page

Description Use the Attribute List page to create and make changes to attributes. You can use attributes to pass information to procedures, or use them to display custom information in text fields along with the item. If you make an attribute required, users who add items must provide specific information.

For example, on a travel site, you might create a custom item type for travel reviews that has two required attributes: a Contributor field, and a Reply field.

Features and Values

Name	Displays the name of the attribute (or argument), which you can modify. Argument names are specific to the procedure definition. Note: When you enter a new attribute or argument and click Apply or Finish, a new set of entry fields is displayed for the next argument.
Default Value	Type the default value you want to display with the item or pass to the procedure. This value may be overridden by the end user. Note: Do not enter a value if the initial value is null.
Display	Check to display this attribute or argument in small text directly with the item in browse mode. This is useful for custom item types which are not procedure calls because you can display additional information along with the item.
Pass to Procedure	Check to pass the value of this argument to the procedure when it is called.
Required	Check to indicate that this attribute or argument is required. A value must be entered for this attribute when the user creates an item based on this type.
	Click to delete the attribute or argument from the list. The Delete button is displayed only when an attribute is displayed on this page.

Buttons

Finish

Click to save your changes and return to the page you are working on.

Apply

Click to save your changes and return to the Custom Item Type Manager.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Custom Item Type Manager: Procedure page

Description Use the Procedure page to specify the type of procedure and the link displayed to execute the procedure.

Procedure Type

PL/SQL

Check to indicate that this custom item type executes a PL/SQL stored procedure.

The procedure call and parameters will be constructed to execute a local PL/SQL call.

In order for this call to execute, you must write the procedure and store it in the database, for example:

```
create or replace procedure
sayHello(p_message varchar2
default null) as
begin
    http.p('Hello World'
|| p_message);
end;
```

Note: When you create an item based on a custom item type associated with a PL/SQL function, 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.

HTTP

Check to indicate that this custom item type executes an external or remote procedure whose prototype is accessible only through a browser (HTML) interface.

A URL is constructed using the Web address and procedure name in the Procedure Call field, along with the parameter values. In this example, '?botswana' is a search argument:

<http://travel.com/search.html=?botswana>

Link Text

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. Users can also click on the item title itself to view the item.

Procedure Call

For PL/SQL procedures, type the name of the local procedure. For HTTP procedures, type the Web address and procedure name; for example:

`www.travel.com/search`

The Web address is concatenated with the http:// prefix and the parameters to construct the complete URL.

Note: Leave this field blank for custom item types that are not procedure calls.

Display Procedure Results With Item

Check to display the results of the procedure execution directly with the custom item in browse mode.

If this check box is not checked, a link is provided which, when clicked, displays the results on another page. This is useful for procedures that generate graphic results, such as bar charts, or result tables.

Pass Item ID to Procedure

For PL/SQL procedures only, check to pass the unique, local database reference of the contents of this item to the 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 the item as an argument.

Pass Folder ID to Procedure

For PL/SQL procedures only, check to pass the unique, local database reference of the folder reference name to the procedure.

Buttons

Finish

Click to save your changes and return to Custom Item Type Manager.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Group Manager

Group Manager: Create and Find page

Description Use the Create panel to create new groups. Use the Find panel to locate a specific group and manage group details or control membership.

A group is a collection of users who share a common interest or responsibility and therefore has common privileges. Establishing groups makes the job of system administration easier because you can grant and revoke the privileges of many users at one time.

Create Group

Name

Type the name of the group.

The name must be unique, and is limited to 30 characters.

Create

Click to create the group.

Find Group

Name

Type the name of the group you want to edit or delete.

If you do not know the name of the group, click  to display the search box.



Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find group names beginning with these characters.

Click **Find** to search for names matching the search criteria. All names matching the search criteria are displayed. Click on a name to enter it automatically in the Name field.

Group Manager: Create and Find page

Edit	Click to view the group, or make changes to information about the group.
Delete	Click to delete the selected group. Note: When you delete a group, users are no longer associated by virtue of their group membership. However, the users themselves are not deleted.

Group Manager: Details page

Description Use the Details page to change the group name or owner.

Features and Values

Name

Displays the name of the group, which you can modify.

To select a different group, click  to display the search box.

Owner

Displays the user name of the user who created this group. A group owner does not have to be a member of a group.



Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find group names beginning with these characters.

Click **Find** to display names matching the search criteria. All names matching the search criteria are displayed. Click a name to enter it automatically in the Name field.

Buttons

Finish

Click to save your changes and return to the Group Manager.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Group Manager: Users page

Description Use the Users page to add users to the group, delete members, or to establish a group administrator. Only group administrators can add and delete members from their group.

User

Name

Type the user name to add to the group. If you do not know the name of the user, click  to display the search box.



Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find user names beginning with these characters.

Click **Find** to search for names matching the search criteria. All names matching the search criteria are displayed. Click on a name to enter it automatically in the Name field.

Add to Access List

Click to add the user to the group.

User Access List



Click to remove the user from the group.

Members

Displays the user names of members of the group.

Group Administrator

Check to establish this user as group administrator, or de-select the check box to remove this privilege.

Note: Each group can have more than one group administrator.

Buttons

Finish

Click to save your changes and return to the Group Manager.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

User Manager

User Manager: Create and Find page

Description Use the Create panel to create new WebDB site users. When you create a new user through the User Manager, a personal folder is created for the user. In addition, the user sees a personalized version of the home page each time he or she logs on.

Note: To create a personal folder for a user whose database account was created outside of WebDB, use the User Manager: Details page.

Create User

Name

Type the user name to use when logging on to the WebDB site.

The user name must be 30 characters or less and be unique within the site.

Note: Authorized database users automatically have access to your site using their user name and password. Also, anyone can access your site as a public user if they know the URL.

Password

Type the password used to authenticate the user name during log on.

Confirm Password

Type the password again to verify that you have entered the password correctly.

Default Tablespace

Choose the default tablespace that will be used to store any database objects or components created by the user.

Note: The drop-down list contains all tablespaces that have been created in the Oracle database. Refer to the Oracle documentation for more information about

	creating tablespaces in your database.
Temporary Tablespace	Click to choose a tablespace which will be used for operations such as sorting table rows. Refer to the Oracle documentation for more information about creating tablespaces in your database.
Profile	Click to choose the system and database resources that are available to the user. If you do not select a profile, the DEFAULT profile is assigned to the user. For more information, contact your DBA or refer to your Oracle Server documentation.
Create	Click to establish this user's account on your WebDB site.
Find User	
Name	Type the name of the user account you want to edit. If you do not know the user name, click  to display the search box.
	Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find user names beginning with these characters. Click Find to search for names matching the search criteria. All names matching the search criteria are displayed. Click on a name to enter it automatically in the Name field.
Edit	Click to view or make changes to information about the selected user.

User Manager: Details page

Description Use the Details page to view or change information about an existing user, or to establish administrator privileges for the user. Personal information that is recorded here is not used anywhere on the WebDB site.

Administrator Privileges

Site, Style and News
Administrator

Check to grant the site administrator privilege.

As this is the highest level privilege on your WebDB site, it's wise to grant this privilege sparingly. Site administrators may implement and use all of the features on the site. In addition, the user inherits all folder privileges, may modify anything on the site, and may create, modify and delete any folder or items on the site.

As site administrator, the user can also create users, groups, and control user access. In addition, the user can also perform style and news administrator functions.

Style Administrator

Check to grant the Style Administrator privilege.

The style administrator establishes the look and feel of the site. As style administrator, the user has control over color schemes, text, fonts, and images used on your WebDB site.

News Administrator

Check to grant the News Administrator privilege.

As news administrator, the user has authority to approve news submitted on the home page by public users, and by logged on users with the Create with Approval privilege.

Passwords

Password

Type the password used to authenticate the user name during log in.

This field is used to change the password that is currently in effect. The password is initially

established when a user is created using the User Manager: Create and Find page.

Note: The new password takes effect immediately after you click **Apply** or **Finish**, and must be used the next time the user logs on.

Confirm Password

Type the new password again to verify that it has been entered correctly.

Create Personal Folder

Check to create a personal folder.

Displayed only for users created outside of WebDB Site Builder, or for a user who has deleted their personal folder.

A personal folder is an area in which the user can develop a private WebDB site. Each user's personal folder bears the name of the user's ID, and is listed alphabetically under Personal Folders on the Site Map.

Note: To delete a personal folder, use the Folder Manager.

Personal Information

First Name

Type the user's first name.

Last Name

Type the user's last name.

Nickname

Type the user's nickname.

E-mail

Type the user's e-mail address.

Telephone

Type the user's telephone number.

FAX

Type the user's FAX number.

City

Type the user's city.

State

Type the user's state.

Postal Code

Type the user's postal code.

Country

Type the user's country.

Manager

Type the user's manager.

Office

Type the user's office.

Photograph

Type the fully-qualified directory path and name of the graphic image to display; for example:

`C:\employees\photos\scott.jpg`

Browse

Click to locate the file on your local or network drives and select it.

When you click **Finish** or **Apply**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.



Click to delete the image file from the site.

The user's photograph will no longer be displayed.

The **Delete** button is displayed only when a photograph is being used and displayed on this page.

Buttons

Finish

Click to save your changes and return to the User Manager.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

User Manager: Groups page

Description Use the Groups page to add this user to a group, and to view each of the groups of which the user is a member. You can also remove the user from a group, or establish the user as group administrator.

Note: To see or manage other users in the group, or to create a new group, use the Group Manager.

Group

Name

Type the name of the group. If you do not know the name of the group, click  to display the search box.



Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find group names beginning with these characters.

Click **Find** to search for names matching the search criteria. All names matching the search criteria are displayed. Click on a name to enter it automatically in the Group Name field.

Add to Access List

Click to add the group to the list of groups to which this user belongs.

Group Access List



Click to remove the user from the group.

Group Administrator

Check to establish this user as group administrator.

Group administrators and group owners can add and delete users from the group.

Buttons

Finish

Click to save your changes and return to the User Manager.

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

User Manager: Rename Folder page

Description The User Manager Alternate Folder page is displayed when you attempt to create a personal folder for a user name that does not begin with an alphabetic character from A to Z.

The Personal Folders folder contains subfolders named A through Z. If the user's personal folder does not begin with one of these letters, WebDB will not be able to store the folder in a Personal Folders subfolder. You must now rename the folder so that it begins with a character from A to Z.

Name	Enter an alternate name for the personal folder. The name must start with an alphabetical character from A to Z. The remainder of the name can be any alphanumeric character in the character set for your language.
Create	Click to create the newly named personal folder.

Privilege Manager

Privilege Manager

Description Use the Privilege Manager to see all the users currently defined as site, news, or style administrators, to change those settings, or to add new administrators.

User Privileges

User Name

Type the user name to whom you want to assign administrator privileges , or click  to display the search box.



Click to display the search box. Type one or more characters to the left of the % (wildcard character) to find user names beginning with these characters.

Click **Find** to search for names matching the search criteria. All names matching the search criteria are displayed. Click on a name to enter it automatically in the User Name field.

Add to Privilege List

Click to add this user to the Site, News, and Style Administrators list below.

Site, News and Style Administrators

This table displays each user on this site who is a site, news, or style administrator.

Site

Check or uncheck to grant or revoke the site administrator privilege for this user.

News

Check or uncheck to grant or revoke the news administrator privilege for this user.

Style

Check or uncheck to grant or revoke the style administrator privilege for this user.

Buttons

Finish

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

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Personal Information Manager

Personal Information Manager

Description Use the Personal Information Manager to change your password, create a personal folder, and view or change personal information recorded with your user name.

Passwords

Password	Type your new password.
Confirm Password	Type the password again to verify that you have entered the password correctly.
Create Personal Folder	Check to create your own personal folder. You manage everything inside your personal folder the same way you manage other folders on the WebDB site. If you don't see this check box, a personal folder has already been created for you. Note: To delete a personal folder, use the Folder Manager.

Personal Information

First Name	Type your first name.
Last Name	Type your last name.
Nickname	Type your nickname.
E-mail	Type your e-mail address.
Telephone	Type your telephone number.
Fax	Type your FAX number.
City	Type your city.

State	Type your state.
Postal Code	Type your zip code or postal code.
Country	Type the name of your country.
Manager	Type your manager's name.
Office	Type your office name or number.
Photograph	Type the fully-qualified directory path and name of the graphic image to display; for example:

C:\employees\photos\scott.jpg

Browse	Or, click to locate the file on your local or network drives and select it.
--------	---

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.



Click to delete the image file from the site.

The Delete button is displayed only when an image is displayed on this page.

Buttons

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

Apply	Click to save your changes and continue working.
-------	--

Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked Apply .
-------	--

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Personal Information Manager: Rename Folder page

Description The Personal Information Manager Alternate Folder page is displayed when you attempt to create a personal folder that does not begin with an alphabetic character from A to Z.

The Personal Folders folder contains subfolders named A through Z. If your personal folder does not begin with one of these letters, WebDB will not be able to store your personal folder in a Personal Folders subfolder. You must now rename your personal folder so that it begins with a character from A to Z.

Name

Enter an alternate name for the personal folder. The name must start with an alphabetical character from A to Z. The remainder of the name can be any alphanumeric character in the character set for your language.

Create

Click to create the newly named personal folder.

Site Statistics Manager

Site Statistics Manager: Page Requests page

Description Use the Page Requests page to generate reports on the number of requests for each folder. If you are not the site administrator, your page request reports include only those folders you have created or have permission to modify.

Choose a value from the Report By field, select the desired date range, and click **Execute**. When the report is generated, the results are displayed at the bottom of this page. Use the arrows to sort the Folder and Page Requests columns in ascending or descending order. The green bar is the lowest reported value, and the red bar is the highest reported value. Percentages are shown in the column on the far right.

Report Selection and Execution

Report by:	Choose criteria to report on from the pull-down list.
Folders	Produces a separate bar for each folder, showing how many times that folder was displayed within the specified date range.
Date	Produces a separate bar for each day in the specified date range, showing how many times all folders were hit per day.
Time	Produces a separate bar for each hour in which a hit occurred, for each date in the specified range.
IP Address	Produces a separate bar for each IP address that requested pages within the specified date range.
Browser	Produces a separate bar for each type of browser that was used on the site, within the specified date range.
Language	Produces a separate bar for each language in which information was requested, within the specified date range.

Site Statistics Manager: Page Requests page

All Dates	Click to include all log entries, regardless of date.
Date Range	Click to produce statistics only for log entries dated within the date range. Type the beginning and ending date range in the format DD-MON-YYYY; for example: 02-MAY-1998
Execute	Click to execute the report and display the results.

Site Statistics Manager: Searches page

Description Use the Searches page to view reports detailing searches performed on the site. If you are not a site administrator, your search reports are limited to searches performed from your own user ID, plus any searches performed by public users.

Choose a value from the Report By field, select the desired date range, and click **Execute**. When the report is generated, the results are displayed at the bottom of this page. Use the arrows to sort the Date, Terms, and Searches columns in ascending or descending order. The green bar is the lowest reported value, and the red bar is the highest reported value. Percentages are shown in the column on the far right.

Report Selection and Execution

Report by:	Choose criteria to report on from the pull-down list.
Date	Shows how many terms were entered on each day in the specified date range.
Searches That Returned No Hits	Shows the terms used as search criteria within the specified date range that did not produce any results.
Popular Search Terms	Shows the terms used as search criteria more than 10 times within the specified date range.
Searches That Returned Too Many Hits	Shows the terms used as search criteria within the specified date range that found more than 20 items.
Saved Searches	Shows the saved searches by name, along with the search criteria.
All Dates	Click to report all searches, regardless of date.
Date range	Check to produce statistics only for searches dated within the date range. Enter the beginning and ending date range in the format DD-MON-YYYY; for example: 12 - SEP - 1998
Execute	Click to execute the report and display the results below. Note: Use the arrows in the column headings to order the entries in ascending or descending order.

Site Statistics Manager: Folders page

Description Use the Folders page to view reports detailing various aspects of the folders on your site and how they are used. If you are not the site administrator, your folder reports are limited to only those folders you have created or have permission to modify.

Choose a value from the Report By field, select the desired date range, and click **Execute**. When the report is generated, the results are displayed at the bottom of this page. Use the arrows to sort the columns in ascending or descending order. Detail rows have folder links which you can click on to display the folder.

Report Selection and Execution

Report by:	Select criteria to report on from the pull-down list.
Creation Date	Shows the folders created within the specified date range, along with each folder's creation date and owner.
Updates	Shows the folders updated within the specified date range, along with who updated each folder and when.
Items	Shows the folders containing items created within the specified date range, including who created each item and when.
Hits	Shows a separate bar for each folder displayed within the specified date range.
Owners	Shows all folders on the WebDB site and their owners.
All Dates	Check to include all log entries, regardless of date.
Date range	Check to produce statistics only for log entries dated within the date range. Enter the beginning and ending date range in the format DD-MON-YYYY; for example: 12 - SEP - 1998
Execute	Click to execute the report and display the results below.

Note: Use the arrows in the column headings to order the entries in ascending or descending order.

Site Statistics Manager: Items page

Description Use the Items page to view reports about items on the site. If you are not the site administrator, your item reports include only those items you have created or have permission to modify.

Choose a value from the Report By field, select the desired date range, and click **Execute**. When the report is generated, the results are displayed at the bottom of this page. Use the arrows to sort the columns in ascending or descending order.

Report Selection and Execution

Report by:	Choose criteria to report on from the pull-down list.
Creation date	Shows all items created within the specified date range, along with each item's creation date, creator, and parent folder.
Updates	Shows all items updated within the specified date range, along with who updated the item, when, and the item's parent folder.
Types	Shows all items created within the specified date range sorted by type, including the item's name, date, description, and parent folder.
Checkable	Shows items that may be checked out and edited by a single user.
Expiration Date	Shows items that have an expiration date, along with that date.
Marked For Delete	Shows items currently marked for deletion.
All Dates	Click to include all log entries, regardless of date.
Date range	Click to produce statistics only for log entries dated within the date range. Type the beginning and ending date range in the format DD-MON-YYYY; for example:

12 - SEP - 1998

Execute

Click to execute the report and display the results below.

Note: Use the arrows in the column headings to order the entries in ascending or descending order.

Site Statistics Manager: Access page

Description Use the Access page to view reports on group membership and folder access privileges. These reports are available only to the site administrator

Choose a value from the Report By field and click **Execute**. When the report is generated, the results are displayed at the bottom of this page.

Report Selection and Execution

Report by:

Choose criteria to report on from the pull-down list.

Role Membership

Shows all groups established for this site and their members. Site, style, and news administrators are also listed, along with which users belong to each role.

Folder Access

Shows all folders in the site, along with all users who have privileges for the folder and what those privileges are.

Execute

Check to execute the report and display the results below.

Search Manager

Search Manager: Basic page

Description Use the Basic page to set the search field width, and to specify an alternate Internet search engine.

Features and Values

Search Box Width

Type the display width (in characters) of the search box.

The basic search box is displayed in the navigation bar. End users will use this to enter search criteria.

Internet Search Engine

Link Text

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 will probably want to use Yahoo as the link text on the Search page so users know which home page they will see when they click the link.

URL

Type the full URL for the Internet search engine; for example:

```
http://search.yahoo.com/search?o=1&d=y&za=default&h=c&g=0&n=20&p=
```

Note: The URL must be fully formed, and include any associated parameters along with the final equal sign (=) for passing search values.

Buttons

Finish

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

Apply

Click to save your changes and continue working.

Reset

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Search Manager: Advanced page

Description Use the Advanced page to establish the number and size of advanced search text entry fields, along with the maximum number of characters end users can enter in each text entry box. These settings affect the display and functionality of Advanced Search, which users display by clicking **Advanced Search** in the navigation bar.

Features and Values

Number of Text Entry Fields	Type the number of text entry fields to display. 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.
Text Entry Field Display Width	Type the display width (in characters) of each text entry field.
Maximum Allowable Characters	Type the maximum number of characters the user can type in each text entry field.
Date Field Length	Type the maximum number of characters the user can type in the date field.

Buttons

Finish	Click to save your changes and return to the Administration page.
Apply	Click to save your changes and continue working.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked Apply . Note: When you click another tab or click Finish , your changes are automatically saved. If you take any other action, the changes are lost.

Search Manager: interMedia Text page

Description Use the *interMedia Text* page to manage *interMedia Text* for use in your WebDB site.

Note: *interMedia Text* functionality is not available unless you install and configure the *interMedia Text* component according to the instructions in *Oracle WebDB Installation Guide*.

Create Index

Click to create the basic index.

Displayed only when an index does not exist.

Note: This action should be performed after the *interMedia Text* Index Settings have been established in the section below.

Drop Index

Click to delete the current index.

Features and Values

Enable *interMedia Text* Features

Check to enable users to perform word searches using *interMedia Text*.

Enable Themes and Gists

This feature is currently supported on English WebDB sites only. If your WebDB site is contained on a database with any language other than English, Enable Themes and Gists, will not function.

Check to create a theme and gist for each item returned by the search.

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.

Search Highlight Text Color

Choose a color from this pull-down list.

This color is used to highlight the search term in the HTML rendition of the item.

Search Highlight Text Style

Choose a font style from this pull-down list.

This style is used to highlight the search term in the HTML rendition of the item

Hits Per Page

Type a value to represent the number of results

displayed on each results page. 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.

The default value is 20.

interMedia Text Index **Settings**

URL Connection Time-out	Type the maximum time (in seconds) that the <i>interMedia Text</i> feature will spend indexing the words on a Web page in order to obtain the URL's context.
HTTP Proxy	Type the name of your organization's proxy server, used to filter URL accesses for pages beyond your firewall. For more information, contact your network administrator.
No Proxy Servers for Domains Beginning with:	Type the domains of the local network in your organization, so that local pages will be located without attempting to go through the firewall.

Buttons

Finish	Click to save your changes and return to the Administration page.
Apply	Click to save your changes and continue working.
Reset	Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked Apply .

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Search tips

Description Use Search pages to more easily locate the items you're looking for on this site.

General search tips

- Type multiple keywords separated by a space or a comma, as in this example:
sailfishing, snorkeling

Multiple keywords are joined by the Boolean operator 'And'. Therefore, only items containing both terms are considered a match.

Warning: Do not separate keywords with the Enter key (new paragraph).

- Use single quotes around words that are phrases, as in this example:
'Great Barrier Reef'

Advanced search tips

- Use 'And' and 'Or' in the Search For pull-downs to create Boolean searches requiring each word or phrase.
- Limit your search to specific folders, categories, and perspectives by using the Search In pull-downs. You can also use the Search By text fields to search by item author and title, or to find only the items created within a certain time period.

Item Wizard and Item Manager

Item types

There are eight predefined item types for use in a WebDB site. Each item type has unique display and functional attributes. When you add an item to your WebDB site, choose the item type which is appropriate for its use or display on the site.

In addition to these predefined item types, you can also create custom item types using the Custom Item Type Manager.

Item Types

URL	Adds a URL to a folder. The title of each URL item is displayed as a link, which users click to view another Web site or Web page.
File	Uploads a file and store it in your WebDB site. Each file item title is displayed as a link. Assuming the file is an HTML file or some other file type included in the Oracle WebDB Listener MIME settings, users can click the link to download the file or display it in their browser. If the file type is not defined in the Listener MIME settings, a dialog box is displayed when the user clicks the file link, allowing the user to download the file.
Text Item	Places text (up to 32KB) on your site. When you add a text item to a folder, the title of the item is displayed on the folder page as a link. When a user clicks the link, the text is displayed in the user's browser.

Item types

Image Map	Uploads an image and its associated image map HTML tag. Users can click specific regions of the image map to display the URLs assigned to each region.
Folder Link	Displays WebDB folder titles as links. Use folder items to expose the structure of your site to your users, which they can click to navigate around your WebDB site.
WebDB Component	Provides access to WebDB components or Oracle Reports on your WebDB site. The title of each WebDB component is displayed as a link, which users click to execute. WebDB components are usually PL/SQL applications which produce graphic images or tables dynamically, for viewing by end users. For more information, see your WebDB documentation. Oracle Report items may be set up so that when the user clicks the link, the Oracle Reports Parameter Form is displayed, in which the user must enter runtime parameters before executing the report. Optionally, the report may be run behind the scenes as soon as the user clicks the link.
PL/SQL Call	Provides access to PL/SQL calls you have defined. The title of each PL/SQL call is displayed as a link, which users click to execute.
Multiple File	Uploads up to ten files as file items at one time. The title of each file item is displayed as a link, which users click to view the files or download them to their computer. Note: 'Multiple File' is not a WebDB item type. It is a feature designed to make it easy to create several file items at one time.

Item Wizard: Add an Item page

Description Use the Item Wizard to create items in your folder. This first page of the Item Wizard asks you to determine a display option for the new item, and to select the type of item you are adding. These attributes are required.

Item Type

Item Type

Select the type of item from the list.

The item type assists the browser in correctly displaying the item, and allows end users to interact with it appropriately. For example, a Web page item is identified by the type URL, and a paragraph of text is identified as a Text Item.

In addition to the default WebDB item types, any custom item types you have created are also listed.

Display Option

Regular Item

Click to display the item by title on the folder page.

'Regular' is the default display choice for an item. Regular items receive no special display treatment to set them apart from other items on a folder page. They are the only items for which you must establish a category and may optionally establish one or more perspectives.

Quickpick

Click to display the item in the Quickpick section of the page.

Quickpicks are displayed across the top of the home or folder page to draw attention to them. One effective technique is to display images with each Quickpick to distinguish them from other items. Quickpicks are often designated for key items that are very popular on a site, or are date sensitive.

News

Click to display the title of this item under the News banner.

Each item designated as News is displayed by title on the home or folder page under the News banner. News items are displayed by title in a columnar format to

Item Wizard: Add an Item page

	facilitate easy browsing and selection.
Announcement	Click to display the title of this item centered directly below any Quickpicks. The title of items designated as Announcements are displayed centered on the home or folder page by title. Announcements are stacked vertically on the page.
Next>	Click to display the next panel.

URL

Item Wizard and Item Manager (URL): Required page

Description Use the URL Required page to specify the name and URL of the Web site (or page), and the category and expiration period.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Required Settings and Values

URL	Type the URL of the Web site in standard http format; for example: <code>http://www.travelsite.com</code> You can also type a specific page of the Web site to which you are linking; for example: <code>http://www.travelsite.com/nyc/museums.html</code>
Title	Type a descriptive name for the item. The title is displayed as a link on the folder page for users to click. If you do not supply a title, the title View is used.
Category	Choose the category to which the item belongs (Regular items only). You must assign one category to each Regular item.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Expiration Period	Choose the number of days before the item expires, or select Permanent if the item is to be deleted manually.

URL

When an item has expired, it is viewable only by the item's owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired are deleted during a system purge.

Note: If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.

Add as New Version

Click to add this item as a new version.

Note: Displayed only when you are editing an existing item and version control is enabled. Makes a copy of the item in the database so that older copies may be retained.

Buttons

Next>

Item Wizard only: click to display the next panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Item Wizard and Item Manager (URL): Optional page

Description Use the URL Optional page to specify the optional settings and values listed below.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Optional Settings and Values

Perspectives	Choose one or more perspectives to associate with this item (Regular items only).
Image	Type the fully-qualified directory path and name of the graphic image or icon to display with this item; for example: C:\travelsite\webart\canada.gif This image is displayed with the item's title and description on the folder page.
Browse	Or, click to locate the file on your local or network drives and select it. When you click Apply or Finish, the file is uploaded to the site. Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.
	Click to remove the image from this item. Note: This button is displayed only if an image is associated with the item.
Basic Search Keywords	Type keywords that describe this item. Try to think of words that an end user might use when trying to retrieve this item during a search operation. Separate terms by a single space. Enclose multi-word terms in single quotes, as in 'Cane Garden Bay'.

URL

Note: This field is only displayed when the site manager has enabled keyword searches.

Warning: Do not separate keywords with the Enter key (new paragraph).

Author

Type the name of the person who is responsible for maintaining this item. End users can perform searches on this field.

Display In Full Browser Window

Check to display this item in your current browser window without frames.

When this option is checked the item is displayed in the full browser window, temporarily obscuring the navigation bar.

Enable Item Check-out

Check to enable users to check out the item, which prevents others from simultaneously attempting to delete, edit, or move the item.

When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.

Buttons

<Previous

Item Wizard only: Click to display the previous panel.

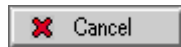
Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

File

Item Wizard and Item Manager (File): Required page

Description Use the File Required page to specify the name of the file and its title, category, and expiration period.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Required Settings and Values

File Name	Type the fully-qualified directory path and name of the file to upload; for example: C:\travelsite\reviews\amazon.pdf
Browse	Click to locate the file on your local or network drives and select it. When you click Apply , Finish , or the Finish flag, the file is uploaded to the site.
Title	Type a descriptive name for the item. The title is displayed on the folder page as a link that users can click to download the file. If you do not supply a title, the title View is used.
Category	Choose the category to which the item belongs (Regular items only). You must assign one category to each Regular item.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Expiration Period	Choose the number of days before the item expires, or select Permanent if the item is to be deleted manually. When an item has expired, it is viewable only by the folder owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode

File

and extend the expiration period. Items that are expired are deleted during a system purge.

Note: If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.

Add as New Version

Click to add this item as a new version.

Note: Displayed only when you are editing an existing item and version control is enabled. Makes a copy of the item in the database so that older copies may be retained.

Buttons

Next>

Item Wizard only: click to display the next panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Item Wizard and Item Manager (File): Optional page

Description Use the File Optional page to specify optional attributes listed below.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Optional Settings and Values

Name	Displays the name of the file you selected. The name is parsed from the fully-qualified path name specified in the previous page.
Perspectives	Choose one or more perspectives to associate with this item (Regular items only).
Image	Type the fully-qualified directory path and name of the graphic image or icon to display with this item; for example: <code>C:\travelsite\webart\canada.gif</code> This image is displayed with the item's title and description on the folder page.
Browse	Or, click to locate the file on your local or network drives and select it. When you click Apply or Finish, the file is uploaded to the site. Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.
	Click to remove the image from this item. Note: This button is displayed only if an image is associated with the item.
Basic Search Keywords	Type keywords that describe this item. Try to think of words that an end user might use when trying to retrieve this item during a search operation.

File

Separate terms by a single space. Enclose multi-word terms in single quotes, as in 'Cane Garden Bay'.

Note: This field is only displayed when the site administrator has enabled keyword searches.

Warning: Do not separate keywords with the Enter key (new paragraph).

Author

Type the name of the person who is responsible for maintaining this item. End users can perform searches on this field.

Display In Full Browser Window

Check to display this item in your current browser window without frames.

When this option is checked the item is displayed in the full browser window, temporarily obscuring the navigation bar.

Enable Item Check-out

Check to enable users to check out the item, which prevents others from simultaneously attempting to delete, edit, or move the item.

When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.

Buttons

<Previous

Item Wizard only: click to display the previous panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Text

Text

Item Wizard and Item Manager (Text): Required page

Description Use the Text Required page to select the text and title, category, and expiration period.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Required Settings and Values

Text	Type the text for this item. Note: The text size is limited to 32KB. If the text is larger than that, create another text item or create a file and use the File item type.
Title	Type a descriptive name for the item. The title is displayed on the folder page as a link that users can click to display the text. If you do not supply a title, the title View is used.
Category	Choose the category to which the item belongs (Regular items only). You must assign one category to each Regular item.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Expiration Period	Choose the number of days before the item expires, or select Permanent if the item is to be deleted manually. When an item has expired, it is viewable only by the folder owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired are deleted during a system purge.

Note: If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.

Add as New Version

Click to add this item as a new version.

Note: Displayed only when you are editing an existing item and version control is enabled. Makes a copy of the item in the database so that older copies may be retained.

Buttons

Next>

Item Wizard only: click to display the next panel.

Finish

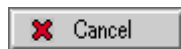
Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Item Wizard and Item Manager (Text): Optional page

Description Use the Text Optional page to enter optional attributes listed below.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Optional Settings and Values

Perspectives Choose one or more perspectives to associate with this item (Regular items only).

Image Type the fully-qualified directory path and name of the graphic image or icon to display with this item; for example:

C:\travelsite\webart\canada.gif

This image is displayed with the item's title and description on the folder page.

Browse Or, click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.



Click to remove the image from this item.

Note: This button is displayed only if an image is associated with the item.

Basic Search Keywords

Type keywords that describe this item. Try to think of words that an end user might use when trying to retrieve this item during a search operation.

Separate terms by a single space. Enclose multi-word terms in single quotes, as in 'Cane Garden Bay'.

Note: This field is only displayed when the site administrator has enabled keyword searches.

Warning: Do not separate keywords with the Enter key (new paragraph).

Author

Type the name of the person who is responsible for maintaining this item. End users can perform searches on this field.

Display in Frame

Check to display the title of this item as a link (the usual manner of displaying items on a page).

When a user clicks the item, the contents of the Text field are displayed on a new page in the right frame of the browser window.

Display In Place

Check to display the contents of the Text field directly on the page where the title and description would normally be displayed, rather than displaying the title as a link.

Display In Full Browser Window

Check to display this item in your current browser window without frames.

When this option is checked the item is displayed in the full browser window, temporarily obscuring the navigation bar.

Enable Item Check-out

Check to enable users to check out the item, which prevents others from simultaneously attempting to delete, edit, or move the item.

When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.

Buttons

<Previous

Item Wizard only: click to display the previous panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Text

Apply



Item Manager only: Click to save your changes and continue working.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Imagemap

Item Wizard and Item Manager (Imagemap): Required page

Description Use the Imagemap Required page to specify the information needed to create a working imagemap in this folder. An imagemap is a collection of smaller images, each of which provides a link to a different URL.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Required Settings and Values

Image

Type the fully-qualified directory path and name of the graphic image or icon to display as an imagemap; for example:

C:\travelsite\webart\canada.gif

Browse

Or, click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.



Click to delete the image file from the site, and display only the text link.

Note: This button is displayed only when an image is loaded on the site and displayed on this page.

Imagemap

Type (or copy and paste) the entire MAP tag in standard http format.

Imagemap Name

Type the name of the map referred to in the MAP tag above.

Imagemap

Category	Choose the category to which the item belongs (Regular items only). You must assign one category to each Regular item.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Expiration Period	Choose the number of days before the item expires, or select Permanent if the item is to be deleted manually. When an item has expired, it is viewable only by the folder owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired are deleted during a system purge. Note: If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.
Add as New Version	Click to add this item as a new version. Note: Displayed only when you are editing an existing item and version control is enabled. Makes a copy of the item in the database so that older copies may be retained.
Buttons	
Next>	Item Wizard only: click to display the next panel.
Finish	Item Wizard: Click to create the item and return to the page you are working on. Item Manager: Click to save your changes and return to the page you are working on.
Apply	Item Manager only: Click to save your changes and continue working. Note: When you click another tab or click Finish, your changes are automatically saved. If you take any other action, the changes will be lost.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Item Wizard and Item Manager (Imagemap): Optional page

Description Use the Imagemap Optional page to specify the optional settings and values listed below.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Optional Settings and Values

Perspectives	Choose one or more perspectives to associate with this item (Regular items only).
Basic Search Keywords	Type keywords that describe this item. Try to think of words that an end user might use when trying to retrieve this item during a search operation. Separate terms by a single space. Enclose multi-word terms in single quotes, as in 'Cane Garden Bay'. Note: This field is only displayed when the site administrator has enabled keyword searches. Warning: Do not separate keywords with the Enter key (new paragraph).
Author	Type the name of the person who is responsible for maintaining this item. End users can perform searches on this field.
Enable Item Check-out	Check to enable users to check out the item, which prevents others from simultaneously attempting to delete, edit, or move the item. When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click

Imagemap

this button to check the item out, and then click  to check the item back in.

Buttons

<Previous

Item Wizard only: click to display the previous panel.

Finish

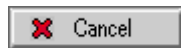
Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Folder Link

Add Folder Link page

Description Use the Add Folder Link page to choose the folder for which you want to create a folder link item. Navigate through the site by opening folders, then select the folder for which you are creating the link by clicking the  icon.



Indicates that there are folders or pages in this folder which are not currently displayed.

Click to expand this folder to display its folders.



Indicates that all folders and pages in this folder are currently displayed.

Click to collapse the folder.



Indicates that there are no folders under this folder.



Click to make this folder a folder item on your page.

Item Wizard and Item Manager (Folder Link): Required page

Description Use the Folder Link Required page to specify the title, category and expiration period.

Note: You use the Item Wizard to create new items and the Item Manager to update existing items.

Required Settings and Values

Title	Type a descriptive name for the item. The title is displayed on the folder page as a link that users can click to download the file.
-------	---

Folder Link

If you do not supply a title, the title View is used.

Category

Choose the category to which the item belongs (Regular items only).

You must assign one category to each Regular item.

Description

Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.

Expiration Period

Choose the number of days before the item expires, or select **Permanent** if the item is to be deleted manually.

When an item has expired, it is viewable only by the folder owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired are deleted during a system purge.

Note: If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.

Add as New Version

Click to add this item as a new version.

Note: Displayed only when you are editing an existing item and version control is enabled. Makes a copy of the item in the database so that older copies may be retained.

Buttons

Next>

Item Wizard only: click to display the next panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Item Wizard and Item Manager (Folder Link): Optional page

Description Use the Folder Link Optional page to specify optional attributes listed below.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Optional Settings and Values

Perspectives

Choose one or more perspectives to associate with this item (Regular items only).

Image

Type the fully-qualified directory path and name of the graphic image or icon to display with this item; for example:

`C:\travelsite\webart\canada.gif`

This image is displayed with the item's title and description on the folder page.

Browse

Or, click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.



Click to remove the image from this item.

Note: This button is displayed only if an image is associated with the item.

Basic Search Keywords

Type keywords that describe this item. Try to think of words that an end user might use when trying to retrieve this item during a search operation.

Separate terms by a single space. Enclose multi-word terms in single quotes, as in 'Cane Garden Bay'.

Folder Link

Note: This field is only displayed when the site manager has enabled keyword searches.

Warning: Do not separate keywords with the Enter key (new paragraph).

Author

Type the name of the person who is responsible for maintaining this item. End users can perform searches on this field.

Display In Full Browser Window

Check to display this item in your current browser window without frames.

When this option is checked the item is displayed in the full browser window, temporarily obscuring the navigation bar.

Enable Item Check-out

Check to enable users to check out the item, which prevents others from simultaneously attempting to delete, edit, or move the item.

When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.

Buttons

<Previous

Item Wizard only: click to display the previous panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

WebDB Component

Item Wizard and Item Manager (WebDB Component): Required page

Description Use the WebDB Component Required page to specify the title, category and expiration period for the item.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Required Attributes

WebDB Component	Choose the WebDB Component or Oracle Report that you want to add to the WebDB site.
Title	Type a descriptive name for the item. The title is displayed on the folder page and is visually identified to end users as a link. If you do not supply a title, the title View is used.
Category	Choose the category to which the item belongs (Regular items only). You must assign one category to each Regular item.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Expiration Period	Choose the number of days before the item expires, or select Permanent if the item is to be deleted manually. When an item has expired, it is viewable only by the folder owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired are deleted during a system purge. Note: If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.

WebDB Component

Add as New Version

Click to add this item as a new version.

Note: Displayed only when you are editing an existing item and version control is enabled. Makes a copy of the item in the database so that older copies may be retained.

Buttons

Next>

Item Wizard only: click to display the next panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Item Wizard and Item Manager (WebDB Component): Optional page

Description Use the WebDB Component Optional page to specify optional attributes listed below.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Optional Attributes

Perspectives	Choose one or more perspectives to associate with this item (Regular items only).
Image	Type the fully-qualified directory path and name of the graphic image or icon to display with this item; for example: <code>C:\travelsite\webart\canada.gif</code> This image is displayed with the item's title and description on the folder page.
Browse	Or, click to locate the file on your local or network drives and select it. When you click Apply or Finish, the file is uploaded to the site.
	Click to remove the image from this item. Note: This button is displayed only if an image is associated with the item.
Basic Search Keywords	Type keywords that describe this item. Try to think of words that an end user might use when trying to retrieve this item during a search operation. Separate terms by a single space. Enclose multi-word terms in single quotes, as in 'Cane Garden Bay'. Note: This field is only displayed when the site administrator has enabled keyword searches. Warning: Do not separate keywords with the Enter key (new paragraph).

WebDB Component

Author	Type the name of the person who is responsible for maintaining this item. End users can perform searches on this field.
Display in Frame	Check to display the title of this item as a link (the usual manner of displaying items on a page). When a user clicks the item, the WebDB component is executed and the results are displayed on a new page in the right frame of the browser window.
Display In Place	Check to display the results of the WebDB component directly on the page where the title and description would normally be displayed, rather than displaying the title as a link.
Display In Full Browser Window	Check to display this item in your current browser window without frames. When this option is checked the item is displayed in the full browser window, temporarily obscuring the navigation bar.
Display Parameter Form	Check this option if you want the parameter form for an Oracle WebDB component to be displayed when the user clicks the title link of this WebDB component item. For example, if the user set the option for an Oracle Reports item to "Display Parameter Form", a link for this WebDB component will be displayed when the folder is rendered. When the end user clicks on this link, the Oracle Reports Parameter Form is displayed. In the Parameter Form, the end user must enter the necessary option, filter, or text in the appropriate field(s). This option, filter, or text must be valid to pass to the WebDB component and execute the command.
Enable Item Check-out	Check to enable users to check out the item, which prevents others from simultaneously attempting to delete, edit, or move the item. When this option is checked, the  button is

displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.

Buttons

<Previous

Item Wizard only: click to display the previous panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

PL/SQL Call

Item Wizard and Item Manager (PL/SQL Call): Required page

Description Use the PL/SQL Call Required page to specify the title, PL/SQL code block, category and expiration period.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Required Attributes

PL/SQL Code	Type (or copy and paste) the PL/SQL code block. Note: Begin and end statements are not required; they are assumed.
Title	Type a descriptive name for the item. The title is displayed on the folder page and is visually identified to end users as a link. If you do not supply a title, the title View is used.
Category	Choose the category to which the item belongs (Regular items only). You must assign one category to each Regular item.
Description	Type information that describes this item. This text is displayed directly under the title wherever the title is displayed.
Expiration Period	Choose the number of days before the item expires, or select Permanent if the item is to be deleted manually. When an item has expired, it is viewable only by the folder owner and the site administrator. To return an item to its normal (unexpired) state, enter edit mode and extend the expiration period. Items that are expired are deleted during a system purge. Note: If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.

Add as New Version

Click to add this item as a new version.

Note: Displayed only when you are editing an existing item and version control is enabled. Makes a copy of the item in the database so that older copies may be retained.

Buttons

Next>

Item Wizard only: click to display the next panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Item Wizard and Item Manager (PL/SQL Call): Optional page

Description Use the PL/SQL Call Optional page to specify optional attributes listed below.

Note: The Item Wizard creates new items; the Item Manager updates existing items.

Optional Attributes

Perspectives Choose one or more perspectives to associate with this item (Regular items only).

Image Type the fully-qualified directory path and name of the graphic image or icon to display with this item; for example:

`C:\travelsite\webart\canada.gif`

This image is displayed with the item's title and description on the folder page.

Browse Or, click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.



Click to remove the image from this item.

Note: This button is displayed only if an image is associated with the item.

Basic Search Keywords

Type keywords that describe this item. Try to think of words that an end user might use when trying to retrieve this item during a search operation.

Separate terms by a single space. Enclose multi-word terms in single quotes, as in 'Cane Garden Bay'.

Note: This field is only displayed when the site administrator has enabled keyword searches.

Warning: Do not separate keywords with the Enter key (new paragraph).

Author	Type the name of the person who is responsible for maintaining this item. End users can perform searches on this field.
Display in Frame	Check to display the title of this item as a link (the usual manner of displaying items on a page). When a user clicks the item, the PL/SQL code is executed, and the results are displayed in the right frame of the browser window.
Display In Place	Check to display the result of the PL/SQL code execution directly on the page below the title and description, rather than displaying the title as a link. Note: When a PL/SQL item is displayed in place, it is executed automatically prior to the page being displayed. The user does NOT execute the item manually by clicking it.
Display in Full Browser Window	Check to display this item in your current browser window without frames. When a user clicks the item, the PL/SQL code is executed and the results are displayed in the full browser window. The navigation bar (if framed navigation bar is chosen) is temporarily hidden from view.
Enable Item Check-out	Check to enable users to check out the item, which prevents others from simultaneously attempting to delete, edit, or move the item. When this option is checked, the  button is displayed in the item toolbar in edit mode. Users click this button to check the item out, and then click  to check the item back in.

Buttons

<Previous

Item Wizard only: click to display the previous panel.

Finish

Item Wizard: Click to create the item and return to the page you are working on.

Item Manager: Click to save your changes and return to the page you are working on.

Apply

Item Manager only: Click to save your changes and continue working.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Multiple Files

Add Multiple Files page

Description Use the Add Multiple Files page to upload several files (up to ten) at one time. Each file is created as a file item; each title is displayed as a link, which users can click to download the file.

Note

- By default, the title of each item is the file name and no description is provided. If you want to change the name of the file or add a description, wait until the file items have been created and then edit them one at a time using the Item Manager.

Category	Choose the category to which the item belongs (Regular items only). You must assign one category to each Regular item.
File Name	Type the fully-qualified directory path and name of each file to upload; for example: C:\travelsite\reviews\amazon.pdf Note: You can upload a maximum of ten files at a time.
Browse	Click to locate the file on your local or network drives and select it. When you click Apply or Finish, the file is uploaded to the site.
Expiration Period	Choose the number of days before the item expires, or select Permanent if the item is to be deleted manually. When an item has expired, it is viewable only by the folder owner and the site administrator. To return an item to its normal (unexpired)

Multiple Files

state, enter edit mode and extend the expiration period. Items that are expired are deleted during a system purge.

Note: If there are multiple versions of an item, all versions of the item expire when the expiration period is reached.

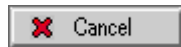
Author

Type the person who is responsible for maintaining this item's content, if applicable.

Buttons

Apply

Click to save your changes and continue working.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes are lost.

Multiple File Item Files page

Description Use the Multiple File Item Files page to upload missing HTML, .gif, or .jpg files.

<file name>

Type the fully-qualified directory path and name of each file to upload; for example:

C:\travelsite\preso\gif1.gif

Browse

Click to locate the file on your local or network drives and select it.

When you click **Apply** or **Finish**, the file is uploaded to the site.

Note: In some browsers, the file selection dialog box only displays certain file types. You may have to choose *.gif, *.jpg, or *.* (all file types) to display image file names. Only upload GIF or JPEG with the proper suffixes.

Buttons

Apply

Item Manager only: Click to save your changes and continue working.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.



Click to return the information you have changed to its original values when the page was initially displayed, or when you last clicked **Apply**.

Note: When you click another tab or click **Finish**, your changes are automatically saved. If you take any other action, the changes will be lost.

Move Item

Move Item page

Description Use the Move Item page to move the selected item to a different folder.

Click  to identify the new folder.



Click to open this folder and display the folders inside.

Indicates that there are folders inside which are not currently displayed.



Click to close the folder.

Indicates that the folders inside this folder are currently displayed.



Indicates that there are no folders inside this folder.



Click to move the selected item to this folder.

Buttons

Cancel

Click to cancel the move item operation and return to the folder page.

Oracle Reports Support

Parameters/Scheduling Form

Parameters Tab

Description: Use this page to choose runtime parameter values. Note that the parameters that appear on this Runtime Parameter Form are the ones specified by your Oracle Reports system administrator.

This page contains:

- | | |
|-----------------|--|
| Run Report | Click to run this report with the specified parameter values. |
| Save Parameters | Click to save the parameter value selections. |
| <parameter> | Choose values from a list of values or type a value in text box. |

Scheduling Tab

Description: Use this page to schedule report requests to run automatically and push the report output to a WebDB site.

When you push report output to a WebDB site, WebDB automatically creates the folder item that links to the report output. Users can view the report output without having to run a report request. They click the report item to view the report.

You can push report output to a WebDB site only when the DESTYPE parameter is set to cache in the Runtime Parameter Form. If the DESTYPE of the report is file, printer, or mail, setting the destination is unnecessary since the report output is already determined (i.e., saved to a file, output to a printer, or sent as an email attachment).

To push report output to a WebDB site, ensure the DESTYPE parameter in the Runtime Parameter Form is set to cache.

This page contains:

Submit	Click to execute this scheduled report request.
Start	Determines when this report request is scheduled to run. Choose one of the following: Immediately to run this report immediately. At to specify the hour, minute, and division of day, and to specify the month, day, and year when this report request will run.
Repeat	Determines how often to run this report request. Choose from the following: Only Once to run this report request once. Every to run this report request at the specified interval (e.g., every 2 hours). Every to run this report request every month on the occurrence of the specified day (e.g., the first Monday of each month). Last day of each month on or before to run this report on the specified date (e.g., the last Tuesday of each month on or before the 15th). Check Retry up to to enable the Reports Server to rerun this report request after it has failed to run. Choose the number of times the Reports Server should attempt to rerun this report request at the specified period of time after it fails (e.g., try to rerun this report request up to two more times, one hour after it failed to run).
Destination	Determines where the report output is pushed, whether the report output will overwrite an existing report output, and when it will expire. You can push report output to a WebDB site only when the DESTYPE parameter of the report is set to cache in the Runtime Parameter Form. Note: You cannot push a report to a WebDB site if the DESTYPE parameter in the Runtime Parameter Form is set to file, email, or printer.
Site	Type the name of the WebDB site where this report output will be pushed (e.g. My_site). The default is the site that you are

	logged on to. If you choose another site, you must have Own, Manage Item, or Create with Approval privileges. See your site administrator to determine whether you have privileges to add items to this site.
Log File Folder	Type the name of the folder where status information about this report output can be viewed (e.g., Report Log File). When a report that is being pushed to a WebDB site is run, WebDB automatically creates items in the log file folder, such as, status and quickpicks (e.g., killmyjob) to enable users to monitor report request activity. Note The quickpicks that users can execute depends on the Oracle Reports (e.g., POWER_USER, BASIC_USER) roles they have been assigned.
Result Title	Type a descriptive name for the report output (e.g., My Sales Report). This is the title of the item for the report output.
Result Folder	Type the name of the folder where the report output is pushed. Users can access the report output from this folder. If this folder doesn't already exist, it is created in the parent folder. Note: You must have Own, Manage Item, or Create With Approval privileges for this folder. See the site administrator or folder owner to determine whether you have privileges to add items to this folder.
Overwrite Previous Result	Check to overwrite the previous report results, deleting any previously stored report output. If this box is not checked, then WebDB will display the report output with the result title and a date and time stamp. Not checking this option keeps an historical account of the report output.
Expiration	Choose the number of days before this report output expires, or select Permanent if this report output is to be deleted manually. When this report output has expired, it will be viewable only by the folder's owner and the site administrator. To return this report output to its normal (unexpired) state, enter edit mode and extend the expiration period. Report output that has expired will be deleted during a system purge. Note: If there are multiple versions of this report, all versions of this report expire when the expiration period is reached.

CAUTION

- The names of the Log File Folder and Result Folder are case-sensitive. If you want your report output and status information to be pushed to an existing folder, you must type the exact folder name. If you mis-type the folder names, WebDB will not be able to find them, and by default will add the named folders to the Oracle Reports Output and Oracle Reports Status folders. By default, these folders are given public access (i.e., all users will be able to view your personal report). Exercise care when defining these folders.

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