BEA WebLogic Portal

Portal Example Visitor and Administrator Features

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Portal Example—Visitor and Administrator Features

Part Number	Date	Software Version
N/A	June 28, 2002	WebLogic Portal 7.0

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Preface

Welcome to the Portal Example—Visitor and Administrator Features tour. In addtion to this document, we encourage you to use the following resources, as well.

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1 About the Tour

Welcome to the Portal Example—Visitor and Administrator Features tour. This tour helps you get acquainted with the portal features of BEA WebLogic Portal 7.0. Like the Portal Example—Portlet Features and Functionality tour, this tour uses the Avitek Financial Sample Portal. However, instead of focussing on portlet capability, this tour focuses on portal functionality. For information about the *Portal Example—Portlet Features and Functionality* tour, see http://edocs.bea.com/wlp/docs70/samptour/index.htm.

This tour is consists of follow along, step-by-step instructions for changing the appearance and composition of the Avitek Financial Sample Portal application and its portlets, plus descriptive information about various portal features. In the first part of the tour, you become acquainted with the various visitor options—creating a new user; changing the color scheme (skin) of the portal; and adding, removing, and moving portlets. In the second part of the tour you learn about portal management—you do the same kinds of things for groups that you did for visitor options, plus you learn about entitlements, administrative privileges, and delegation.

Starting the Tour

Before you begin the tour, make sure the following are installed:

- WebLogic Server 7.0
- WebLogic Portal 7.0, including Portal Examples

To begin the tour, start the server and then launch the Sample Portal, as described in the following steps:

1. Start the WebLogic Portal as follows:

Windows: Start Menu →Programs →BEA WebLogic Platform 7.0 →WebLogic Portal 7.0 →Portal Examples →Portal Example →Launch Portal Server

UNIX: Run `<install directory>/weblogic700/samples/portal/sampleportalDomain/startSamplePortal.sh`

2. After WebLogic Portal is running, start the Sample Portal Example as follows:

   Windows: Start Menu →Programs →BEA WebLogic Platform 7.0 →WebLogic Portal 7.0 →Portal Examples →Portal Example →Start Portal Example

   UNIX: Log on to the Sample Portal client. If you installed WebLogic Portal with the default settings, you can use the following URL in a browser that is invoked on the same machine as the server:

   ```
   http://localhost:7501/sampleportal/index.jsp
   ```

   where localhost is the name of the server running the Sample Portal.

You are now ready to take a tour of the options available to registered users in WebLogic Portal.

2 Visitor Options

Portal visitors can use browser-based tools to personalize the content and appearance of their portal. This topic details the portal features that are available to registered and unregistered visitors. It includes the following sections:

- The Home Page
- Registering as a New User
- Changing the Appearance of Your Portal
- Customizing the Portal Layout
- Portlet Controls

The Home Page

The default Portal Example Home page is shown in Figure 2-1.

Figure 2-1 Portal Example Home Page—Default

Notice that the default Home Page contains one portlet, two page tabs, and a **Login** button. After visitors log in, they can change the appearance and layout of the Home and Web pages.

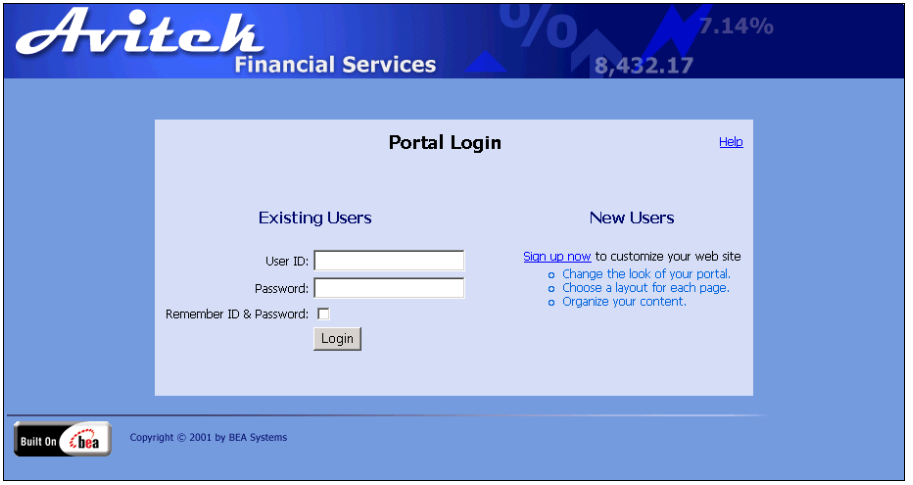
Registering as a New User

A visitor's access and view of the portal is determined by the visitor's group membership. You'll learn much more about this in Chapter 3, "Portal Management." To see how group membership affects the portal, you'll register as a new user.

To register as a new user, complete the following steps:

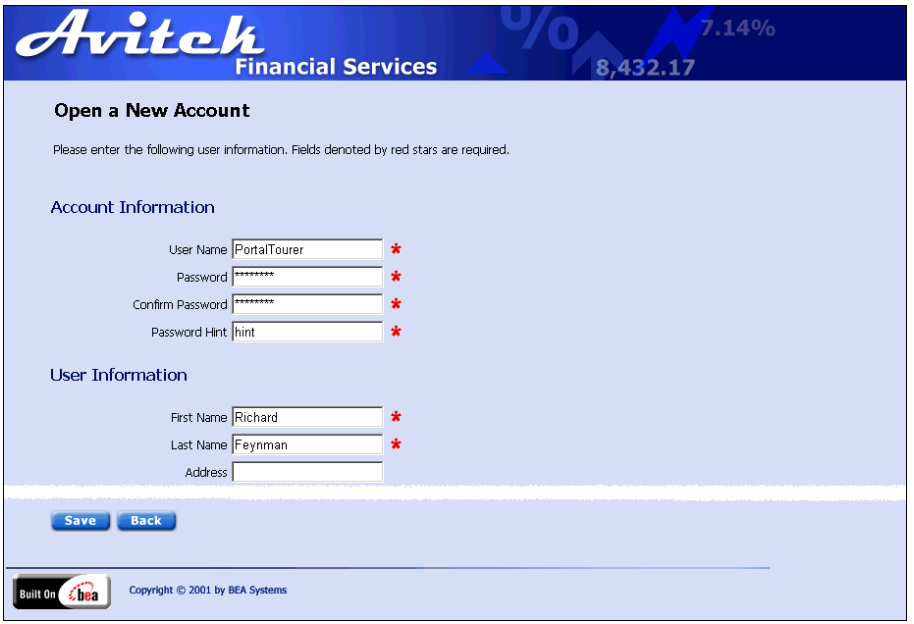
1. Click the **Login** button. The Login page appears, as shown in Figure 2-2.

Figure 2-2 Portal Login Page



2. Click **Sign up now**. The New User Registration Page appears, as shown in Figure 2-3.

Figure 2-3 Open a New Account Page



3. Enter the appropriate information in the required fields, and then click the **Save** button. The Home page opens, as shown in Figure 2-4.

Figure 2-4 Portal Example Home Page—User Logged In

Notice that the page now contains a **Customize My Portal** button and a **Change Password** button. Also notice that the **Login** button has changed to a **Logout** button. In the next step, you will custom the portal.

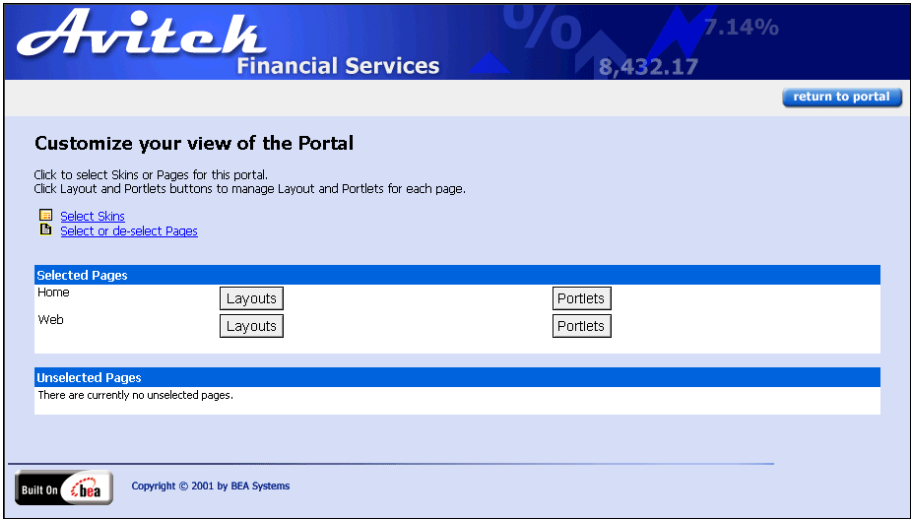
Changing the Appearance of Your Portal

Changing the appearance of a portal means changing the *skin*. A skin changes the such elements as the portal logo, portlet control images (such as the minimize or edit icons), default font and size, and colors. Skins consist of Cascading Style Sheet (CSS) files and directories of images. Five pre-built skins are provided; an HTML developer can create new skins by modifying the CSS files and creating new images.

To change the default skin, complete the following steps:

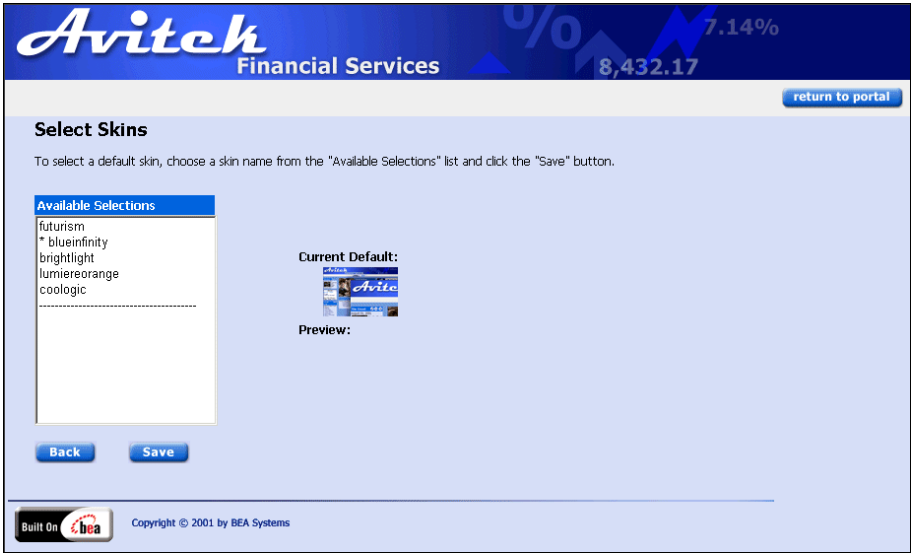
1. Click the **Customize My Portal** button. The Customize Your View of the Portal page appears, as shown in Figure 2-5.

Figure 2-5 Customize Your View of the Portal Page



2. Click **Select Skins**. The Select Skins page appears, as shown in Figure 2-6.

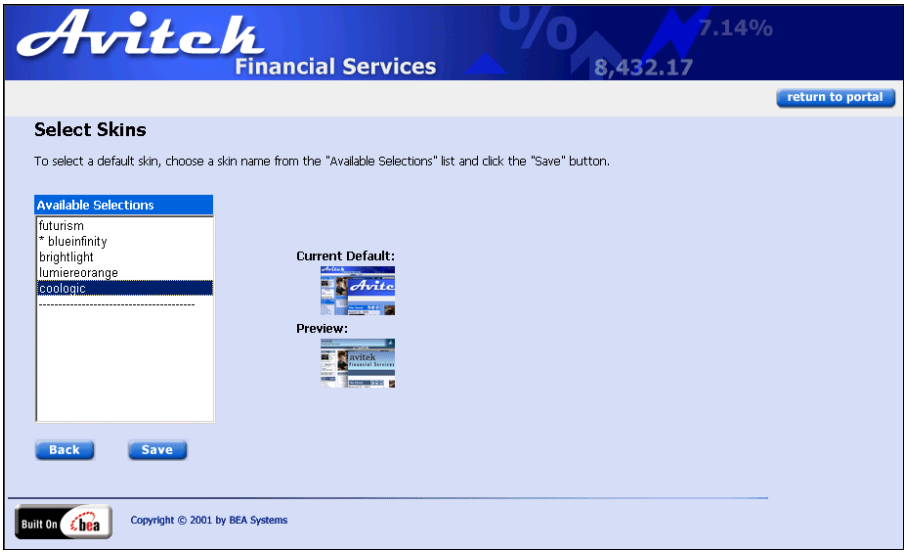
Figure 2-6 Select Skins Page



Note: The asterisk in the Available Selections list designates the current default.

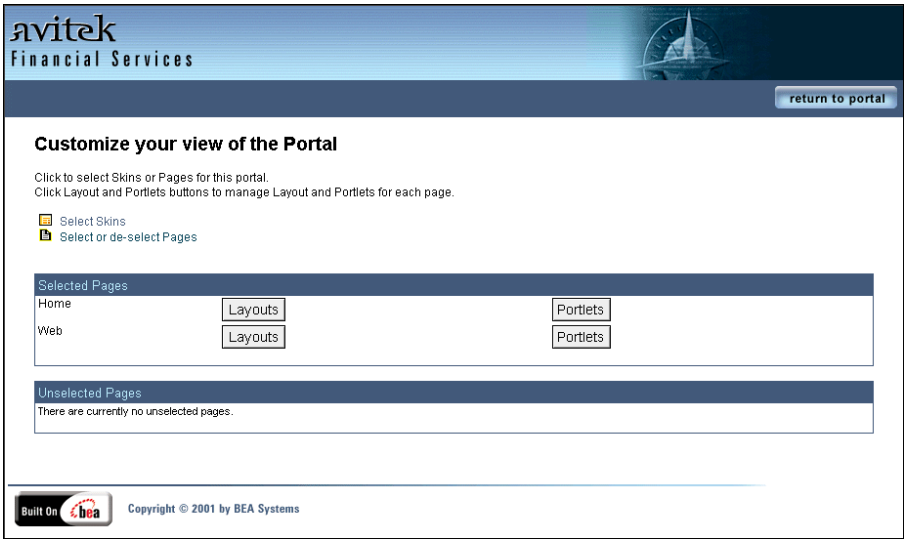
3. In the Available Selections list, select an item from the list. Notice that a preview of the selection appears, as shown in Figure 2-7.

Figure 2-7 Select Skins Page—Skin Preview



4. Click the **Save** button. The Customize Your View of the Portal page appears with the new skin, as shown in Figure 2-8.

Figure 2-8 Customize Your View of the Portal—New Skin



Customizing the Portal Layout

Registered visitors can tailor the layout of a portal to suit their needs and preferences. They can determine which pages are visible, which page is the Home page, which portlets they can see, and how the portlets are arranged on each page.

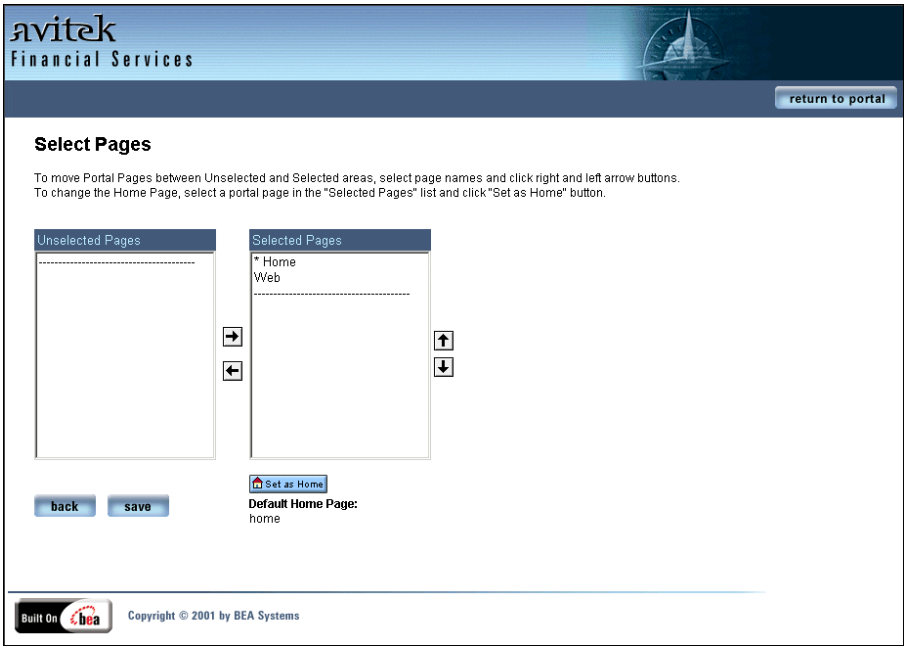
Changing Which Pages Are Visible

The main content area of the Home page contains one or more pages that are *stacked* on top of each other. A tabbed navigation bar allows visitors to quickly switch between pages. In this section, you will change which page tabs are visible on the Home page. The default Portal Example displays two page tabs: Home and Web.

To change which page tabs you see, complete the following steps:

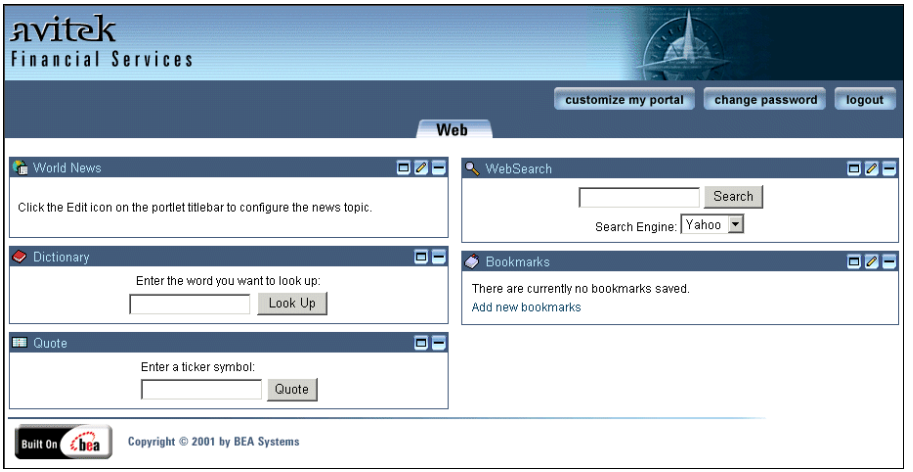
1. Click **Select or De-select Pages**. The Select Pages page appears, as shown in Figure 2-9.

Figure 2-9 Select Pages



2. Select **Web**, and then click the **Set As Home** button. Notice that the asterisk now appears next to Web.
3. Move Home from **Selected Pages** to **Unselected Pages**.
4. To implement your changes, click the **Save** button.
5. To see your changes, click the **Return to Portal** button. The new home page appears showing the changes you just made, as shown in Figure 2-10.

Figure 2-10 New Portal Example Home Page—One Visible Tab



Changing the Layout of a Page

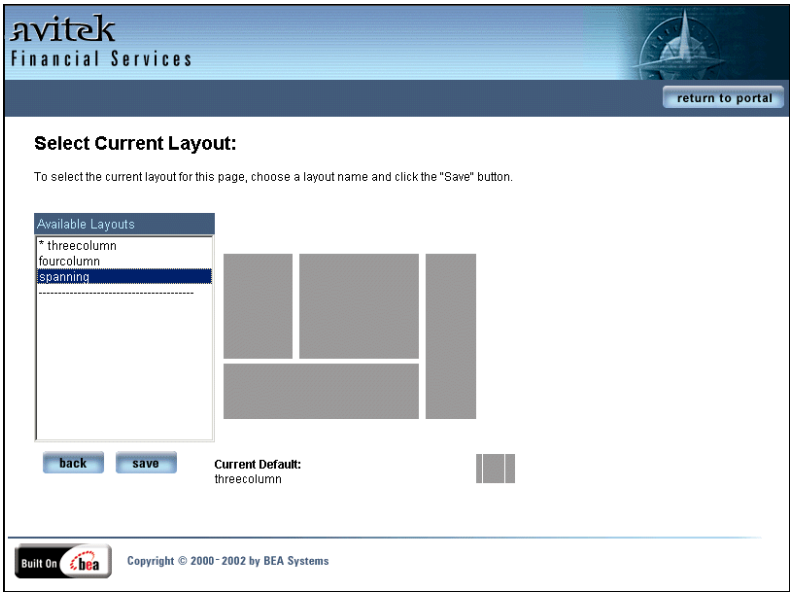
The layout of a page defines how portlets are arranged on a page. A layout consists of an HTML table that contains JSP tags. The table structure provides for a wide range of possible layouts so that HTML developers can easily create new layouts. WebLogic Portal provides five pre-built layouts.

Important: Before starting this part of the tour, undo the changes you made in "Changing Which Pages Are Visible" on page 2-8, that is, make the Home page visible again and set it as the default.

To change a page's layout, complete the following steps:

1. From the Home Page, click the **Customize My Portal** button. The Customize Your View of the Portal page appears.
2. In the Selected Pages section, click the **Layouts** button for the Home page. The Select Current Layout page appears, as shown in Figure 2-11.

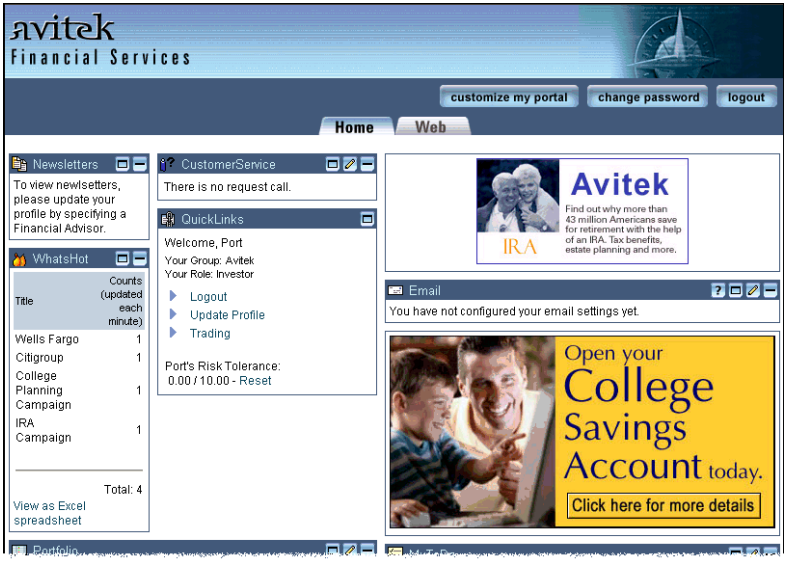
Figure 2-11 Select Current Layout Page



3. Click **spanning** in the Available Layouts list. A preview of the layout appears next to the list.

4. To implement your change, click the **Save** button, and then in the Customize Your View of the Portal page, click the **Return to Portal** button. The new Home page appears showing the changes you just made, as shown in Figure 2-12. Figure 2-10 shows what the page looked like before you changed its layout.

Figure 2-12 Portal Example Home Page—New Layout



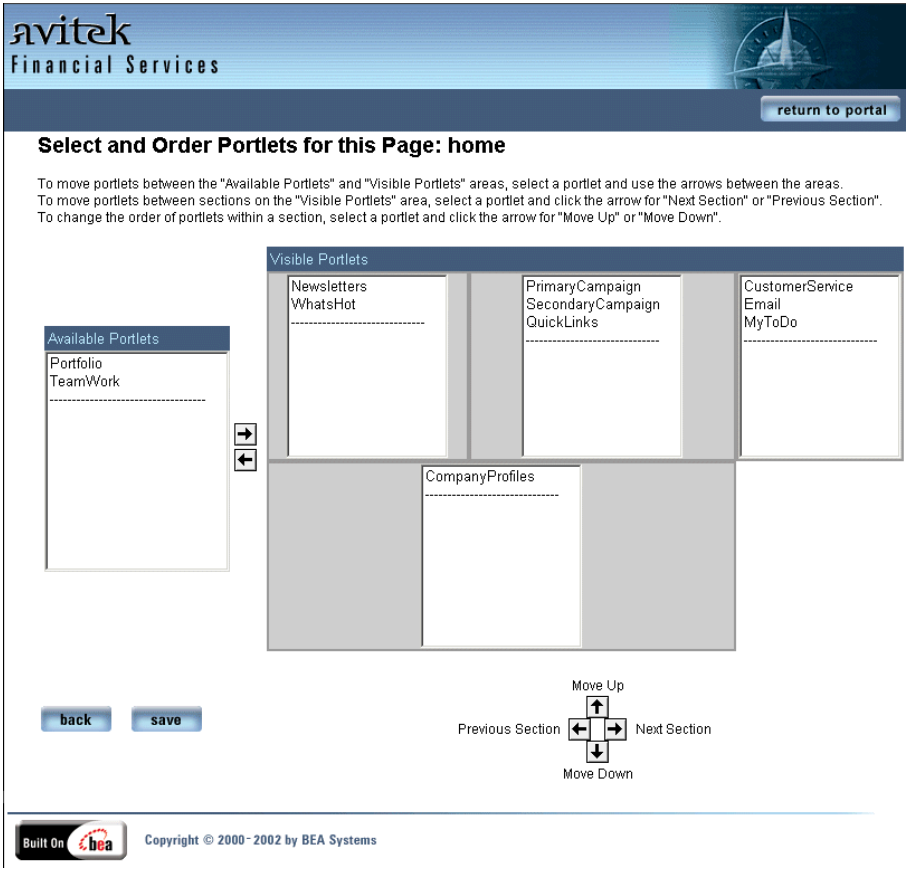
Changing Portlet Position and Visibility

Beside changing the layout of a page, you can change which portlets are visible, which column the portlets are in, and the position of the portlets within a column.

To change which portlets are visible, complete the following steps:

1. From the Home Page, click the **Customize My Portal** button. The Customize Your View of the Portal page appears.
2. In the Selected Pages section, click the **Portlets** button for the Home page. The Select and Order Portlets page appears, as shown in Figure 2-13.

Figure 2-13 Select and Order Portlets for this Page: home



3. Using the **Arrow** buttons, configure the Home Page to your liking.
   - To add or remove a portlet from view, select the portlet, and then use the **Arrow** buttons between the Available Portlets and Visible Portlets sections.
   - To move a portlet between sections, select the portlet, and then use the Next Section and Previous Section arrows.
   - To change the order of portlets within a section, select a portlet, and then use the Move Up and Move down arrows.
4. To implement your changes, click the **Save** button.

5. To see your changes, click **Return to Home Page**. Figure 2-14 shows one possible change. Figure 2-1 shows what the Home tab looked like before the changes.

Figure 2-14 Portal Example Home Page—New Portlet Arrangement

Portlet Controls

Portlets are specialized content areas displayed within small windows on a portal page that provide specific resources or services. Portlets can be stand-alone, Web-based applications or display legacy or third-party applications. Portlets are implemented using JavaServer Pages (JSP). They range in complexity from static HTML to utilizing JSP tag libraries or JSP scriptlets that access EJB components or other application functionality within the application server.

The appearance of portlets can change based on the selected skin. Additionally, portlets may have more than one view. For example, a portlet may be maximized, minimized, or detached from its portal. The controls for these views are located in the right corner of a portlet's title bar.

The controls for portlets in the Portal Examples are listed in Table 2-1.

Table 2-1 Portlet Controls

Button	Description
	Opens a Help window.
	Maximizes the portlet to the full size of the browser window.
	Returns a maximized portlet to its original size.
	Opens the portlet for editing. For more information, see "Portlet Editing" on page 2-15.
	Closes the portlet from editing. For more information, see "Portlet Editing" on page 2-15.
	Opens the portlet in a separate browser window.
	Minimizes the portlet so that only the Title displays.
	Returns the minimized portlet to its original size.

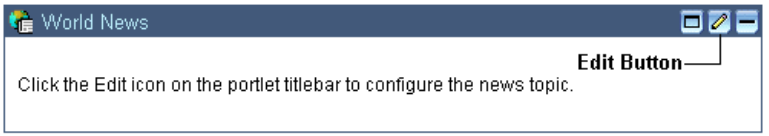
Portlet Editing

This section describes how visitors can configure the World News portlet. This portlet links to various news agencies on the internet and displays the new stories they publish. Figure 2-15 shows the World News Portlet before it has been configured.

To edit the World News portlet, complete the following steps:

1. From the Home page, click the **Web** tab. The Web page appears. Figure 2-15 show the World News portlet before it is configured.

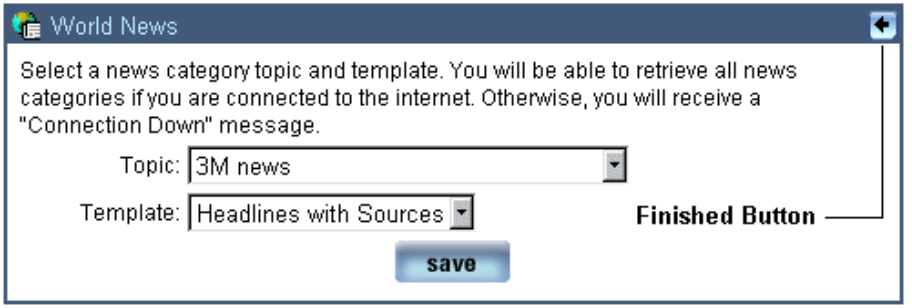
Figure 2-15 World News Portlet—Not Configured



2. Click the **Edit** button in the title bar. The portlet maximizes and is now editable, as shown in Figure 2-16.

   Note: If you do not see the controls in the title bar of the World News portlet, you need to log in.

Figure 2-16 World News Portlet—Editable



3. Select a Topic and a Template from their respective drop-down lists, click the **Save** button, and then click the **Finished** button (in the title bar). The portlet now shows the topics from the selected news source, as shown in Figure 2-17.

Figure 2-17 World News Portlet—Configured

4. To view a news story, click a link. The story is displayed in a new browser page.

This concludes the Visitor part of the tour.

3 Portal Management

WebLogic Portal 7.0 provides tools for developing, deploying, and administering enterprise Web sites. These tools are contained in the BEA E-Business Control Center and the WebLogic Portal Administration Tools. This document provides a tour of the Portal Management Tools, which are part of the WebLogic Portal Administration Tools. This section includes information on the following subjects:

- Overview of Portal Management
- Starting WebLogic Portal Administration Tools
- Portal Management Home
- What's Next

Overview of Portal Management

The WebLogic Portal Administration Tools are browser based and can be easily accessed by and delegated to authorized users. Tasks performed through these tools typically take effect immediately in the running portal instance. The user interface of the WebLogic Portal Administration Tools is implemented using JavaServer Pages.

About this part of the tour This part of the tour demonstrates portal management functionality. You will be accessing the WebLogic Portal Administration Tools as a System Administrator. As such you will have access to all administrative functionality. Unlike the Visitor Options section, this part of the tour is not a strict step-by-step set of instructions. Feel free to explore and make changes not specified in this tour.

Starting WebLogic Portal Administration Tools

Before you begin this part of the tour, make sure that the Portal Example is running, as discussed in "Starting the Tour" on page 1-1.

1. With WebLogic Portal running, start the Portal Example as follows:

   Windows: `Start Menu →Programs →BEA WebLogic Platform 7.0 → WebLogic Portal 7.0 →Portal Examples →Portal Example →Start Portal Admin Tools`

   UNIX: Log on to the Portal Example client. If you installed WebLogic Portal with the default settings, you can use the following (case sensitive) URL in a browser that is invoked on the same machine as the server:

   `http://`*`localhost`*`:7501/sampleportalTools/index.jsp`

   where localhost is the name of the server running the Portal Example.

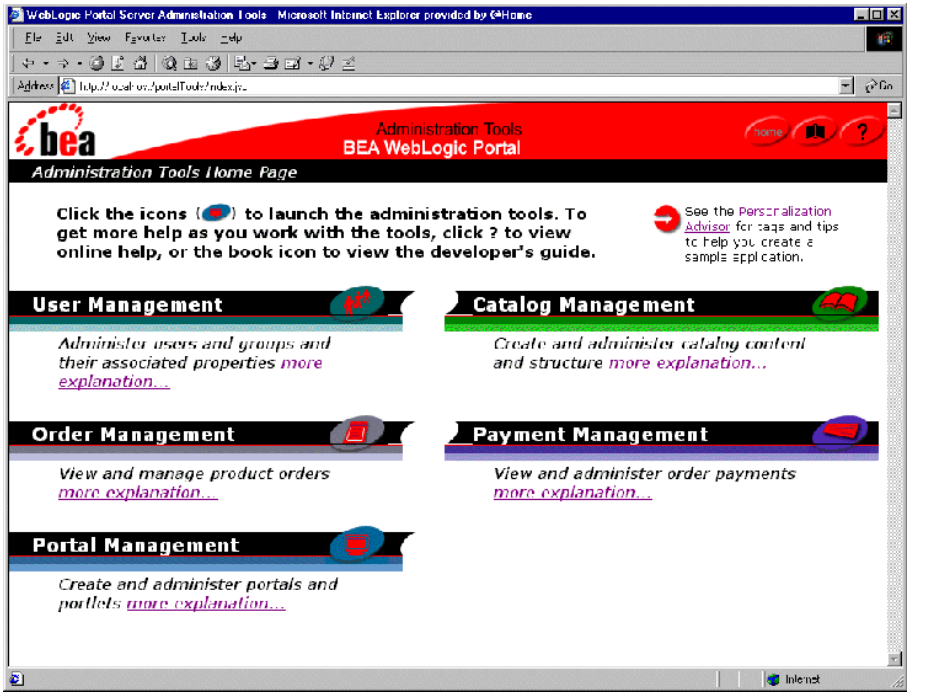
2. In the Enter Network Password dialog box, enter the following:

   Username: administrator

   Password: password

The WebLogic Portal Administration Tools page appears, as shown in Figure 3-1.

Figure 3-1 WebLogic Portal Administration Tools



Portal Management Home

The Portal Management Home page is the starting point for accessing all portal functionality. The following paragraphs provide information to help you understand the features that the tour is demonstrating. Please read it carefully.

About portals and group portals An application can have multiple portals and each portal can have multiple group portals. Each portal and group portal can be managed by different administrators, have a unique look and feel, and contain different pages and portlets.

For example, you can have an application that has three portals: one for partners, one for retail customers, and a company portal. Within the company portal you could have a manager group portal and an employee group portal. The employee group portal would have a Home page that contains portlets such as Employee Newsletter, Human Resources, and Company Store, while the manager portal might have the same portlets plus portlets such as Corporate Meetings, Administration, and Expense Reporting. Each portal could contain different pages and have different skins.

Group portal definition Group portals are different configurations of a portal. Each configuration (group portal) has a specified user group and allows delegation of privileges among administrators and users.

Delegated Administration WebLogic Portal has delegated administrative capabilities, which is sometimes called decentralized administration. Delegated administration supports the allocation of administrative tasks, where administrators can entrust other administrators or users with full or partial administrative abilities. For example, a system administrator could delegate full control of an engineering group portal to the R&D director, who in turn could delegate some administrative abilities to each of the R&D managers.

Portal Management

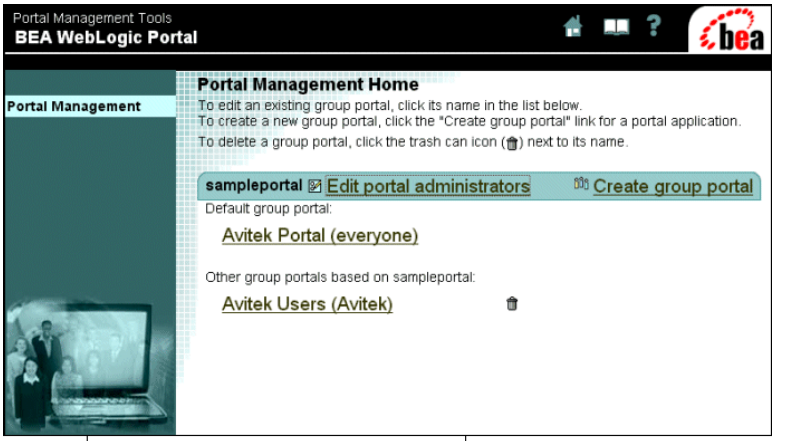
From the Portal Management Home, you can access the following capabilities:

- Creating new portal administrators
- Delegating administrative tasks to portal administrators
- Creating new group portals
- Accessing existing group portals for editing
- Deleting group portals

To learn about portal management and portal administrators, take the following steps:

1. To access the Portal Management Home page, click the **Portal Management** icon on the WebLogic Portal Administration Tools page. The Portal Management Home page appears, as shown in Figure 3-2.

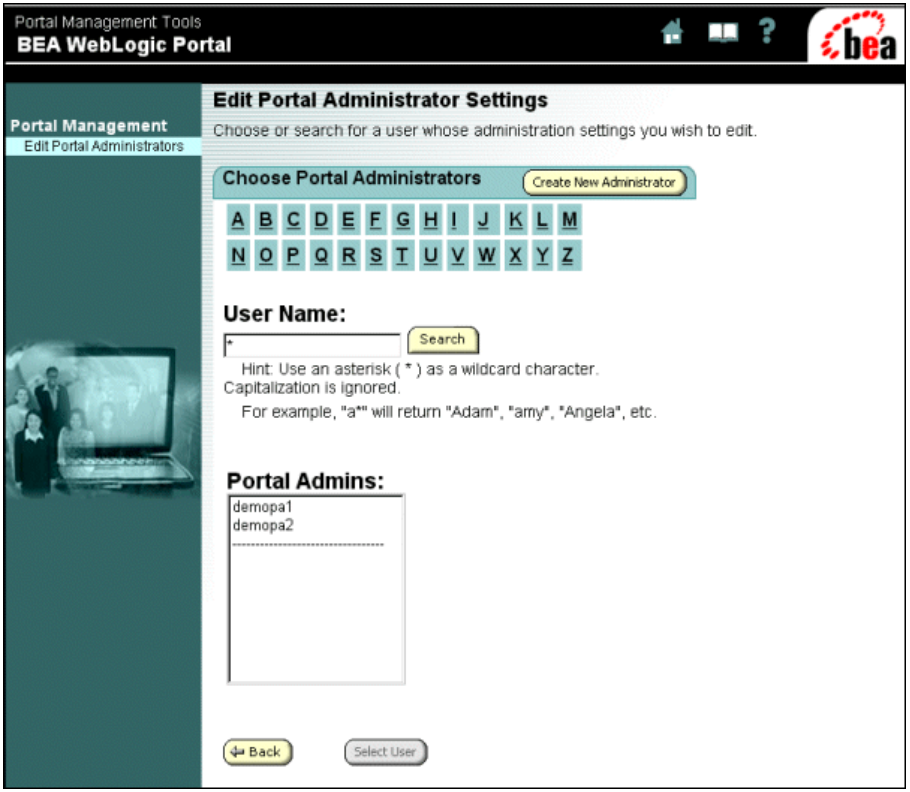
Figure 3-2 Portal Management Home—Initial



On this page you can access the default and existing group portals, create new group portals, delete group portals, and edit portal administrators.

2. In the right column of the Portal Management Home page, click **Edit portal administrators**. The Editor Portal Administrator Settings page opens, as shown in Figure 3-3.

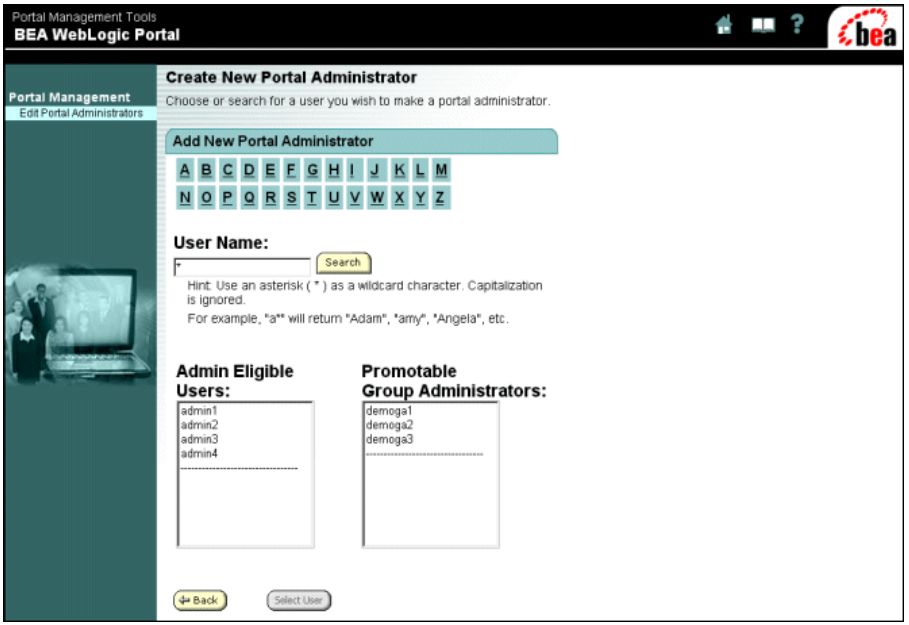
Figure 3-3 Edit Portal Administrator Settings



On this page you can create a new administrator or select a user and access that user's administrator settings.

3. Click the **Create New Administrator** button. The Create New Portal Administrator page opens, as shown in Figure 3-4.

Figure 3-4 Create New Portal Administrator

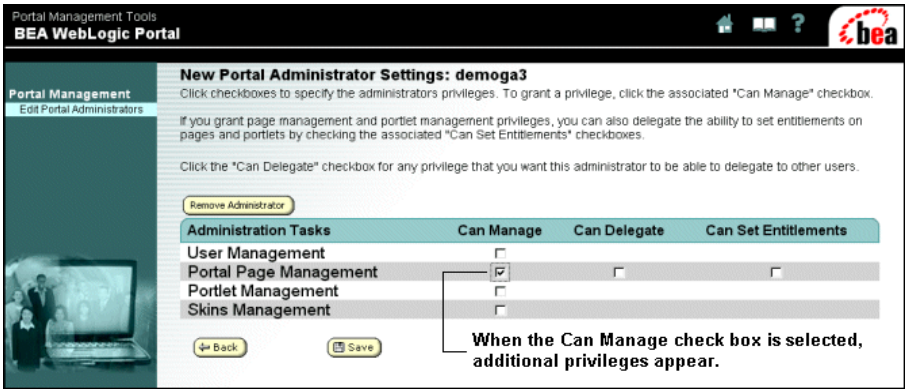


On this page, you can choose users or administrators and access their privileges. The Admin Eligible Users list contains users who are permitted to become portal administrators and the Promotable Group Administrators list contains users that already have some administrative abilities, that is, they are already Group Portal Administrators.

Why two lists? The purpose of these lists is to help ensure that a user is not inadvertently promoted to a portal administrator. Users in the Admin Eligible list are placed there using the User Management tools accessed from the WebLogic Portal Administration Tools Home page. For more information, see "Administering Users and Groups" in the *Administration Guide* at http://edocs.bea.com/wlp/docs70/admin/usrgrp.htm.

4. Select any user in either list and then click the **Select User** button. The New Portal Administrator Settings page opens as shown in Figure 3-5.

Figure 3-5 New Portal Administrator Settings

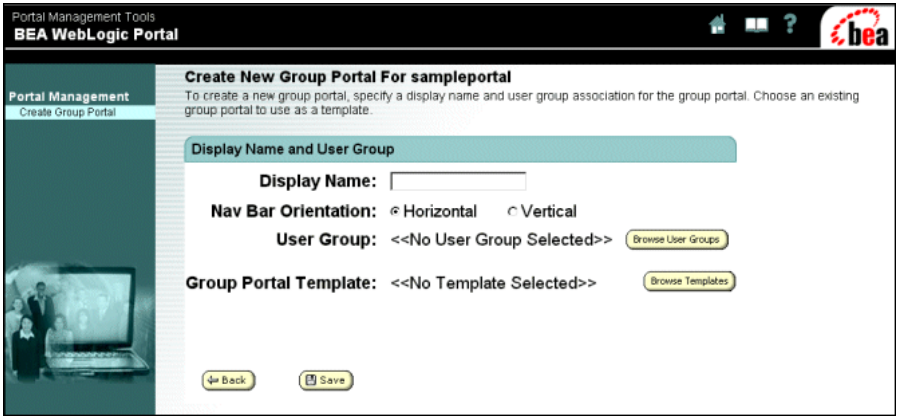


On this page, you can set the privileges for the new administrator. When you select a **Can Manage** check box, check boxes for the available privileges appear. The following list defines the meaning of the attributes:

- Can Manage – Allows the portal administrator to manage the task area. For example, if User Management is checked, the administrator can view, edit, add, and remove visitors from the portal.
- Can Delegate – Allows the portal administrator to delegate administration rights to other administrators.
- Can Set Entitlements – Allows the portal administrator to set the entitlements for pages and portlets.

5. To return to the Portal Management home, click **Portal Management** in the left column. The Portal Management Home page appears.
6. In the right column of the Portal Management Home page, click **Create group portal**. The Create New Group Portal page opens, as shown in Figure 3-6.

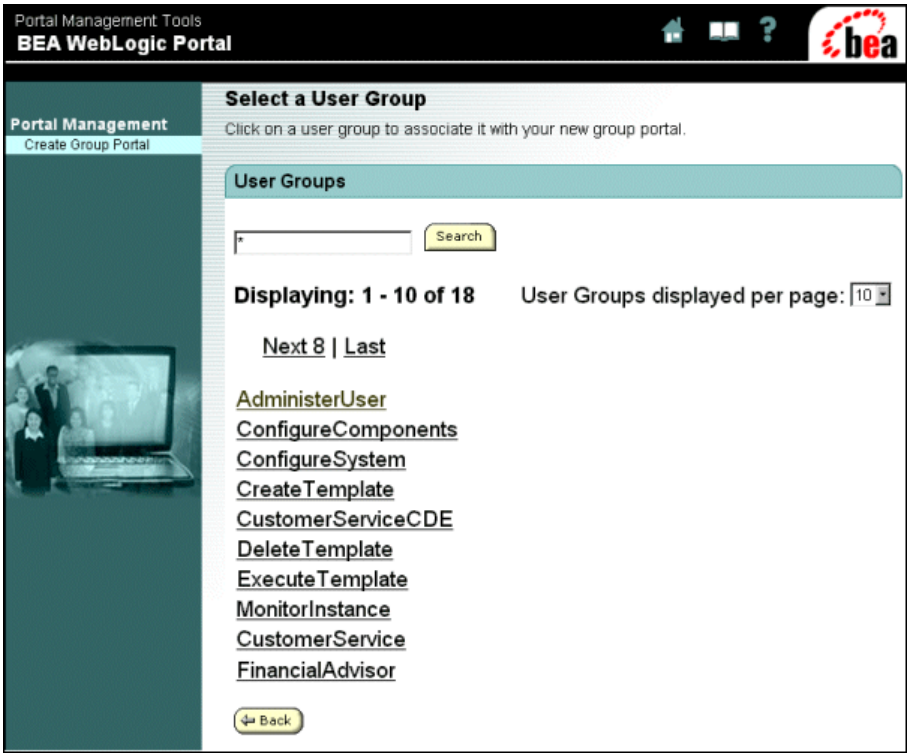
Figure 3-6 Create New Group Portal



On this page you can enter the name of the new group portal, set the orientation of the navigation bar, and access the pages that assign the user group and template.

7. Click the **Browse User Groups** button. The Select a User Group page opens as shown in Figure 3-7.

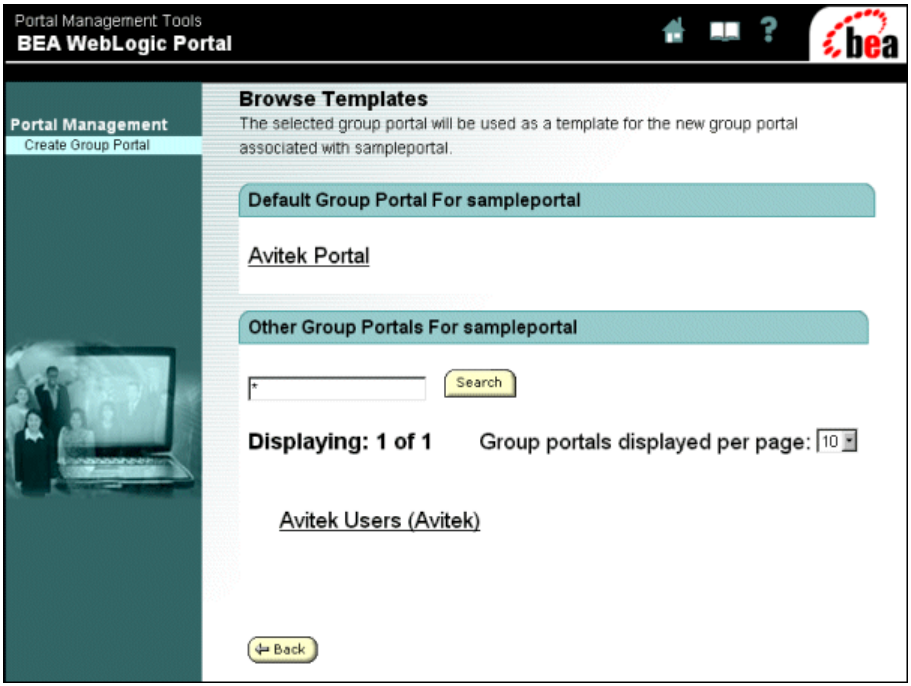
Figure 3-7 Select a User Group



A group portal is always associated with a single user group. The everyone group is automatically generated as the default user group when the portal is created. You use the User Management tools part of the WebLogic Portal Administration Tools to manage user groups. For more information about user groups, see "Administering Users and Groups" in the *Administration Guide* at http://edocs.bea.com/wlp/docs70/admin/usrgrp.htm.

8. Click a user group. The Create New Group Portal page opens with the group you selected in the User Group field.
9. On the Create New Group Portal page, click the **Browse Templates** button. The Browse Templates page opens, as shown in Figure 3-8.

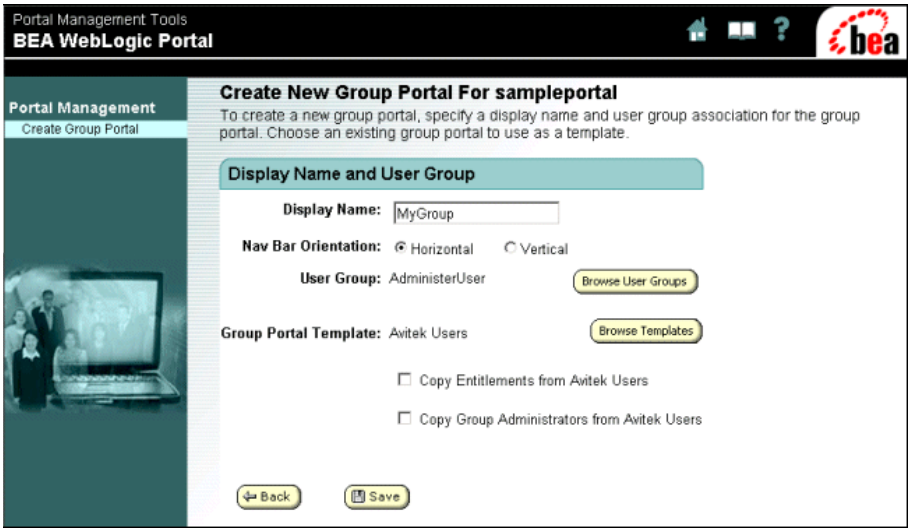
Figure 3-8 Browse Templates



This page allows you to select a group portal to be used as a template for the new group portal. The Portal Example gives you only two choices: Avitek Portal (default) and Avitek Users.

10. Click **Avitek Users (Avitek)**. The Create New Group Portal page reappears, as shown in Figure 3-9.

Figure 3-9 Create a New Group Portal



Notice that this page now contains the ability to copy administrators and entitlements from the template.

11. To return to the Portal Management Home page, click **Portal Management** in the left column. The Portal Management Home page appears.

This completes exploring the portal management features.

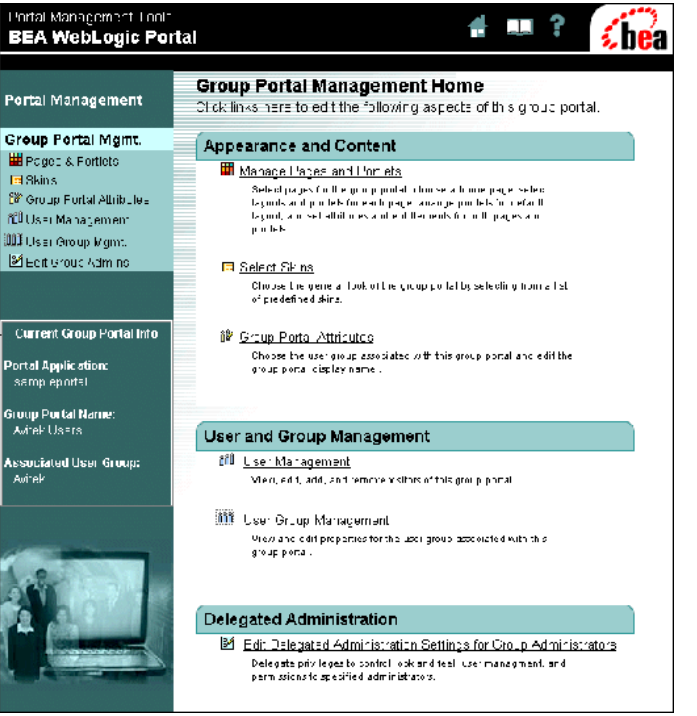
Group Portal Management

Group portals are configurations of a portal for a specified user groups. Two groups portals are provided with the Portal Example: an everyone group portal and the Avitek Users group portal. The everyone group portal is the default group portal. It is the portal displayed to visitors before logging in or who are not group portal members.

The Avitek Users group portal demonstrates the features available in group portals. To learn about Group Portal Management, take the following steps:

1. In the right column of the Portal Management Home page, click **Avitek Users (Avitek)**. The Portal Management Home page opens, as shown in Figure 3-10.

Figure 3-10 Group Portal Management Home



Displays the following group portal information:

*** Portal Application**
*** Name of Group Portal**
*** Associated User Group**

As you can see from Figure 3-10, the Group Portal Management Home page provides a number of group portal functions. The right column provides links to portal functionality and a brief description of each capability. The left menu column provides links to the same pages as those listed in the right column, plus information about the group portal.

As a system administrator, you can see all available functionality. Delegated administrators will see a subset of the functionality based on their delegated privileges. A description of each capability is presented in the sections that follow.

Appearance and Content Category

As the name suggests, you can change the content of a portal, its behavior, and its appearance.

Manage Pages and Portlets

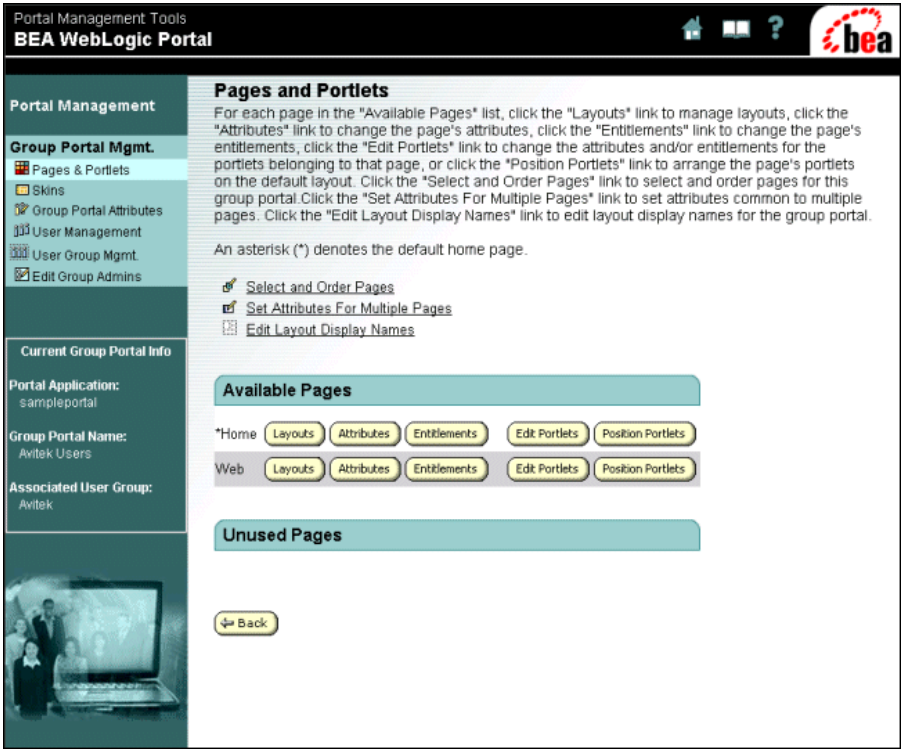
A great deal of functionality is available in the category, including the following:

- Select which pages can be used by the group, set the order that the pages appear on the navigation bar, and choose which page is the home page.
- Set attributes for individual and multiple pages.
- Ability to edit names of the layouts.
- Change page layouts and portlet positions.
- Change page and portlet attributes and entitlements.

To learn about managing pages and portlets, take the following steps:

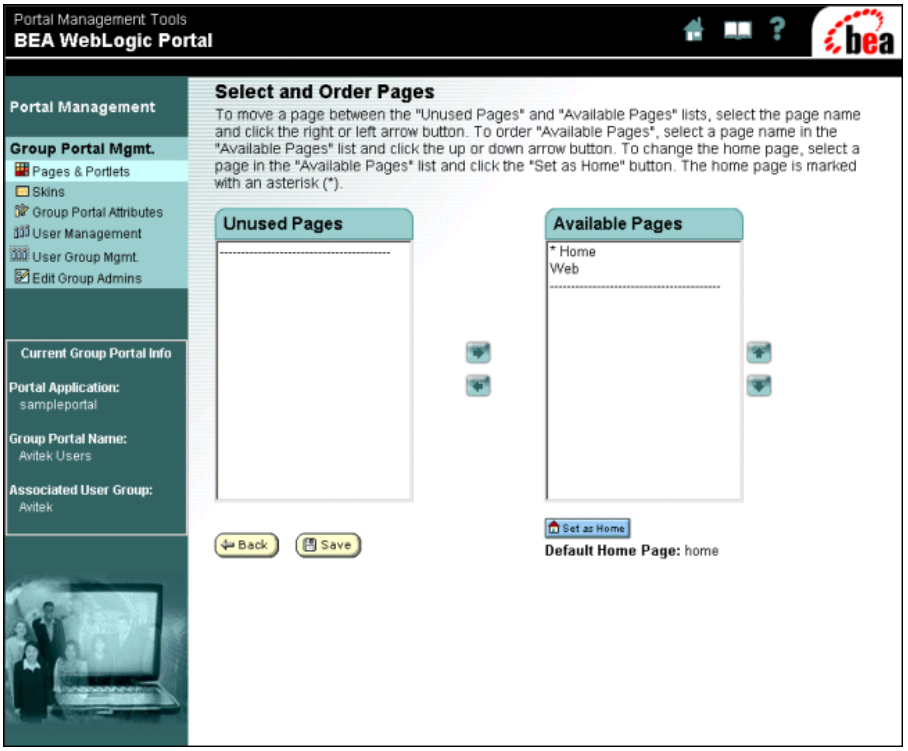
1. On the Group Portal Management Home page, click **Manage Pages and Portlets** in the right column. Alternatively, you can click **Pages & Portlets** in the left menu column. The Pages and Portlets page appears, as shown in Figure 3-11.

Figure 3-11 Pages and Portlets



2. Click **Select and Order Pages**. The Select and Order Pages page appears, as shown in Figure 3-12.

Figure 3-12 Select and Order Pages



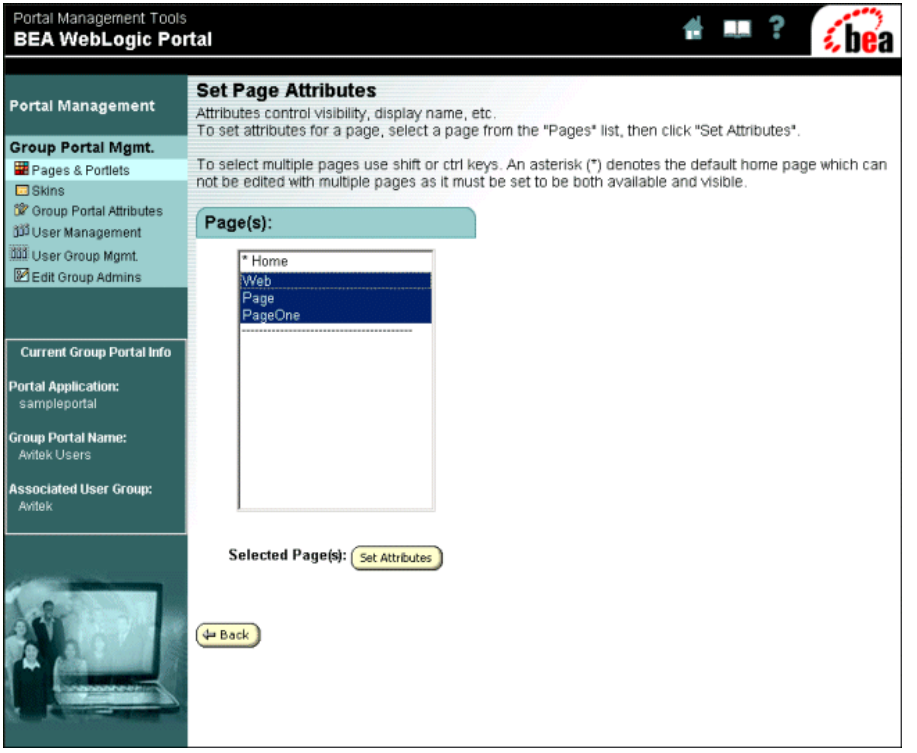
On this page, you can to do the following:

- Set which pages are available to a group—For example, if you moved the Web page to the Unused Pages column, it would not be available to the members of the group.
- Set the order of the available pages—You can set the order of the page tabs from left to right (horizontal navigation bar) or vertically (vertical navigation bar). The order is determined by the placement of the page in the Available Pages list.
- Select which page is the Home page, indicated by the asterisk.

3. To return to the Pages and Portlets page, click the **Back** button. The Pages and Portlets page appears.

4. To set attributes for multiple pages, click **Set Attributes For Multiple Pages**. The Set Page Attributes page appears, as shown in Figure 3-13.

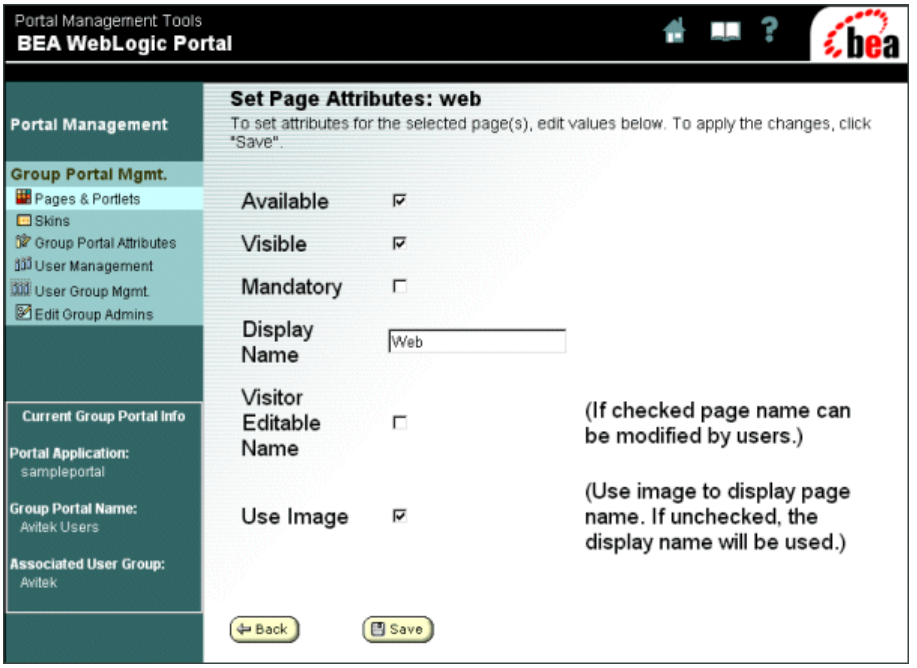
Figure 3-13 Set Page Attributes—Initial



Note: You can only set attributes for multiple pages on non default pages. Figure 3-13 shows an example that is not part of the out-of-the-box Portal Example. The default page is indicated by an asterisk.

5. Select **Web**, and then click the **Set Attributes** button. The Set Page Attributes page for the selected pages appears, as shown in Figure 3-14.

Figure 3-14 Set Page Attributes—Page Selected



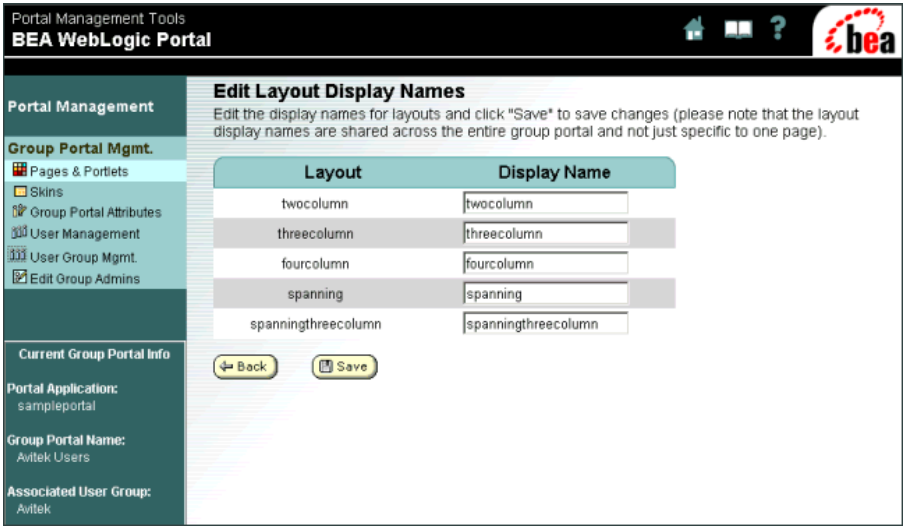
This page allows you to set particular attributes for a single page or a group of pages. The attributes that appear are only those common to the selected pages. If only one page has been selected, all attributes are displayed. The following list defines the meaning of the attributes:

- Available – Makes the page available for viewing.
- Visible – Makes the page visible to the visitor.
- Mandatory – Overrides the visitor's ability to make a page not visible.
- Display Name – Changes the name of the page.
- Visitor Editable Name – Allows visitors to change the page name.
- Use Image – Uses an image file, rather than text, to display the name of the page.

6. To return to the Pages and Portlets page, click **Pages & Portlets** in the left column. The Pages and Portlet page appears.

7. To change the names of the different layouts available, click **Edit Layout Display Names**. The Edit Layout Display Names page appears, as shown in Figure 3-15.

Figure 3-15 Edit Layout Display Names

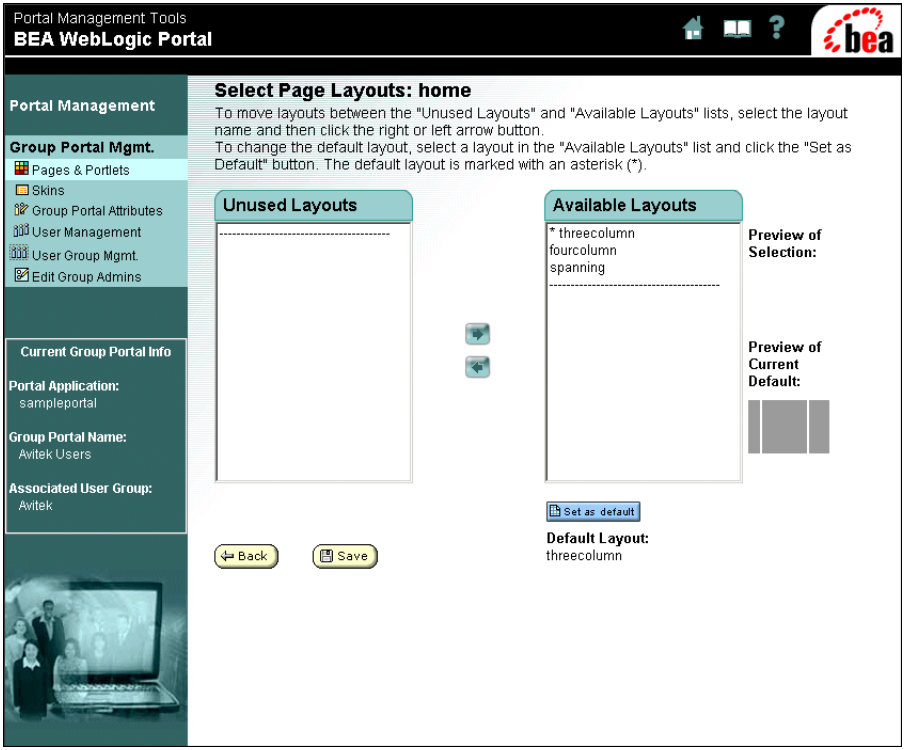


On this page, you can change the name of the layout that is displayed to the group. The name of the layout does not change, just the name displayed to the group.

8. To return to the Pages and Portlets page, click the **Back** button. The Pages and Portlet page appears.

9. To view the layout options for a page, click one of the **Layouts** buttons. The Select Page Layouts page appears, as shown in Figure 3-16.

Figure 3-16 Select Page Layouts

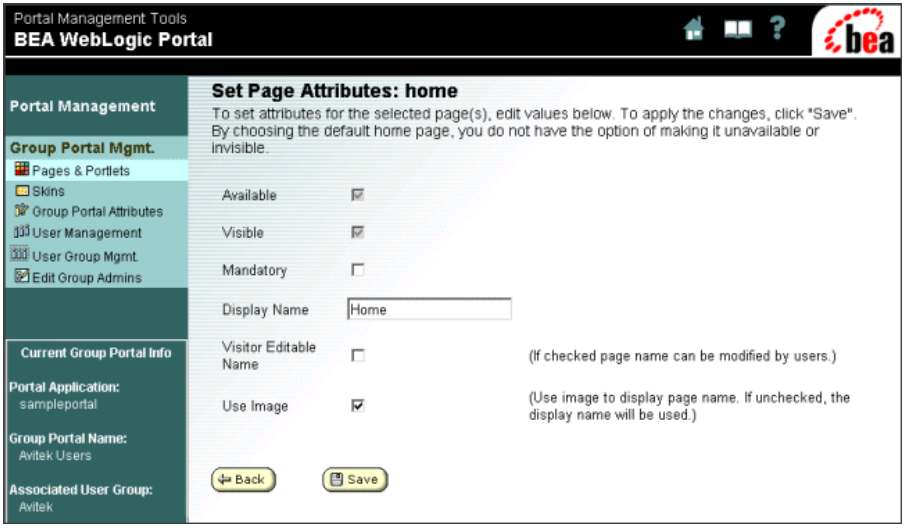


On this page, you can set which layouts are available to the group and which layout is the default. The asterisk indicates the default layout.

10. To return to the Pages and Portlets page, click the **Back** button. The Pages and Portlet page appears.

11. To set the attributes for a page, click a page's **Attributes** button. The Set Page Attributes page appears, as shown in Figure 3-17.

Figure 3-17 Set Page Attributes

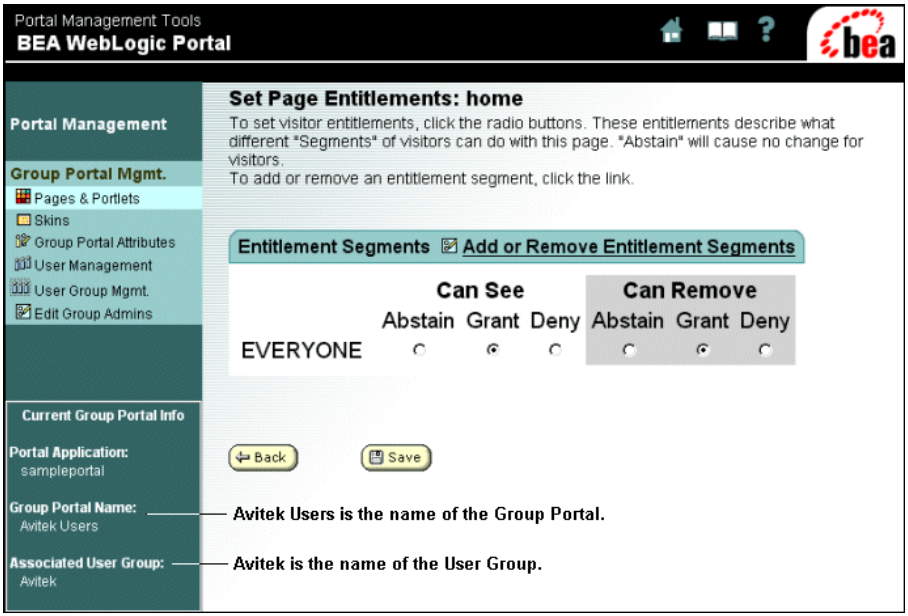


This page allows you to set the attributes of a particular page. The following list defines the meaning of the attributes:

- Available – Makes the page available for viewing.
- Visible – Makes the page visible to the visitor.
- Mandatory – Overrides the visitor's ability to make a page not visible.
- Display Name – Changes the name of the page.
- Visitor Editable Name – Allows the visitor to change the page name.
- Use Image – Use an image file, rather than text, to display the name of the page.

12. To return to the Pages and Portlets page, click the **Back** button. The Pages and Portlet page appears.
13. To set the entitlements for a page, click a page's **Entitlements** button. The Set Page Entitlements page appears, as shown in Figure 3-18.

Figure 3-18 Set Page Entitlements—Everyone



On this page, you can set page entitlements for visitor groups called entitlement segments. Page entitlements control visitor access to pages and what a visitor can and cannot change (that is, privileges).

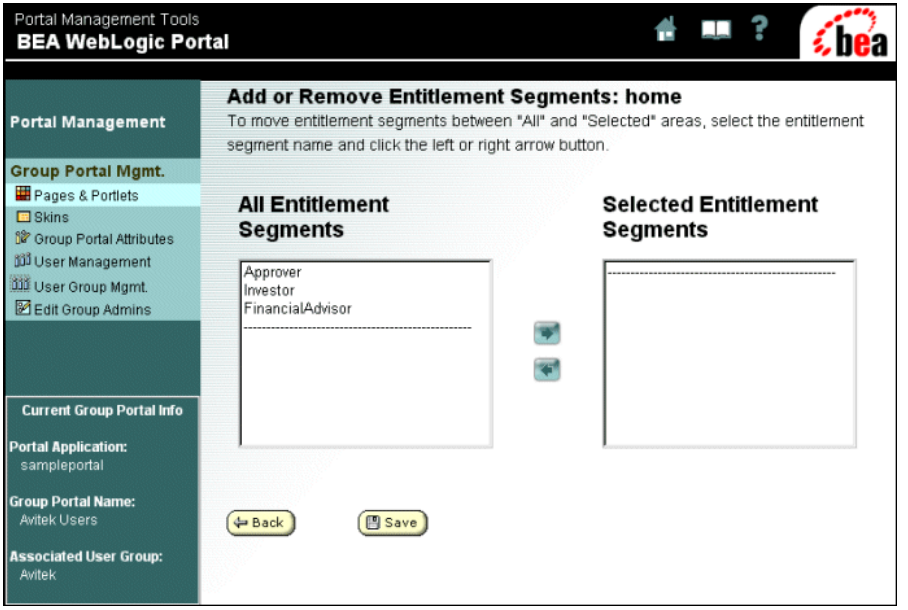
This page shows only the everyone entitlement segment. You can add other entitlement segments to this page by clicking **Add or Remove Entitlement Segments** (see Figure 3-20).

About entitlement segments An entitlement segment is a group of users who have common characteristics. The Avitek user group (not Avitek Users, which is the name of the Group Portal) has three entitlement segments: Approver, Investor, and FinancialAdvisor (see Figure 3-19). Entitlement segments are defined in the E-Business Control Center. Recall that each group portal is associated with a user group, as indicated in left column.

Note: For more information about entitlement segments, see "Creating Groups to Control Page and Portlet Access" in the *Administration Guide* at http://edocs.bea.com/wlp/docs70/admin//admin/usrgrp.htm#1182407 and the E-Business Control Center online help.

14. To add an entitlement segment, click **Add or Remove Entitlement Segments**. The Add or Remove Entitlement Segments page appears, as shown in Figure 3-19.

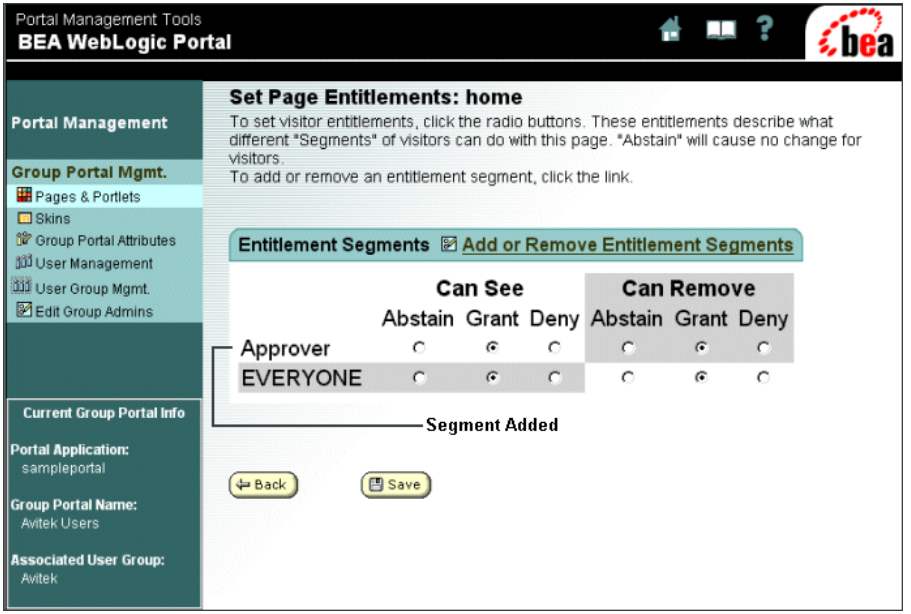
Figure 3-19 Add or Remove Entitlement Segments



This page allows you to select the segments for which you want to set entitlements.

15. Select one of the segments, move it to the Selected Entitlement Segments list, and then click the **Save** button. The Set Page Entitlements page appears, as shown in Figure 3-20.

Figure 3-20 Set Page Entitlements—Everyone and Approver



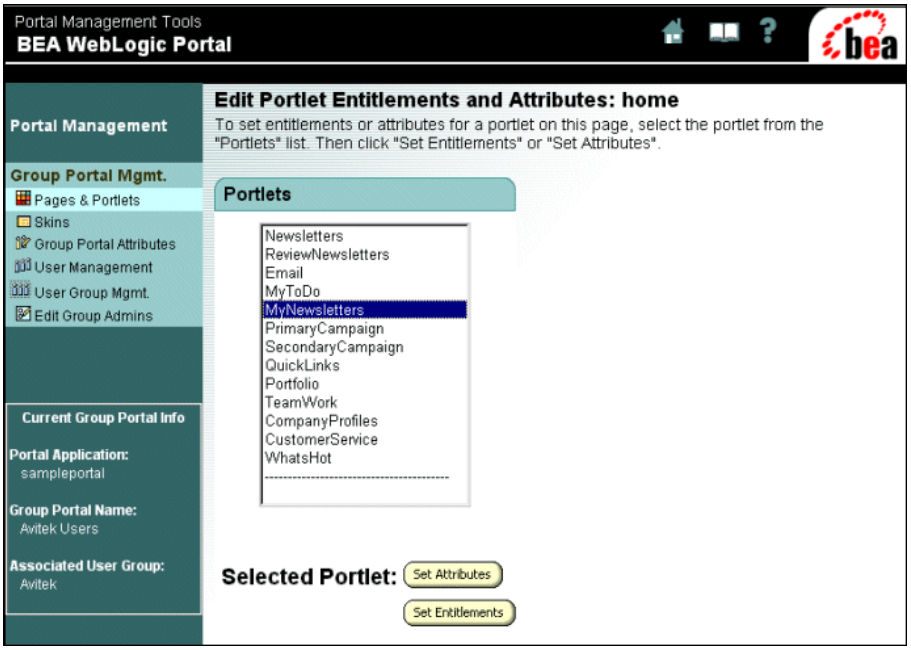
Now this page allows you to set the entitlements separately for the Approver segment.

Note: Abstain is a feature of distributed administration. It gives you the ability to allow other entitlements segments to determine the entitlements for a particular page. For example, if you select Abstain in the Approver's *Can Remove* column, the entitlement is then determined by the Everyone entitlement settings. Abstain gives you the ability to set a specific entitlement without affecting other entitlements.

16. To return to the Pages and Portlets page, click the **Back** button. The Pages and Portlets page appears.

17. To change portlet attributes and entitlements for a page, click the **Edit Portlets** button. The Edit Portlet Entitlements and Attributes page appears, as shown in Figure 3-21.

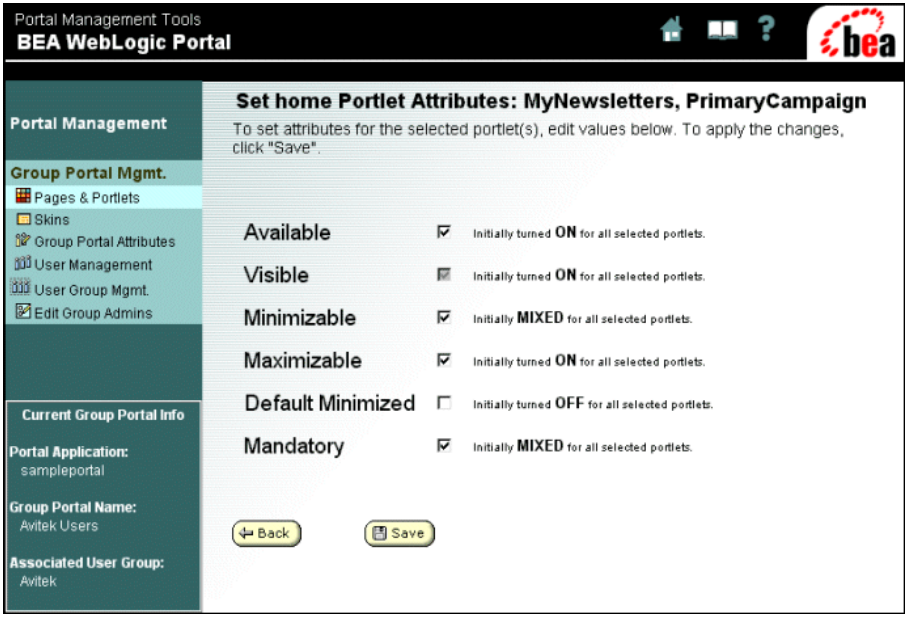
Figure 3-21 Edit Portlet Entitlements and Attributes



This page allows you select the portlets you want to edit. The changes you make to these portlets only affect the characteristics of the portlet on the selected page.

18. Select one or more portlets, and then click the **Set Attributes** button. The Set Portlet Attributes page appears, as shown in Figure 3-22.

Figure 3-22 Set Portlet Attributes for Two Pages

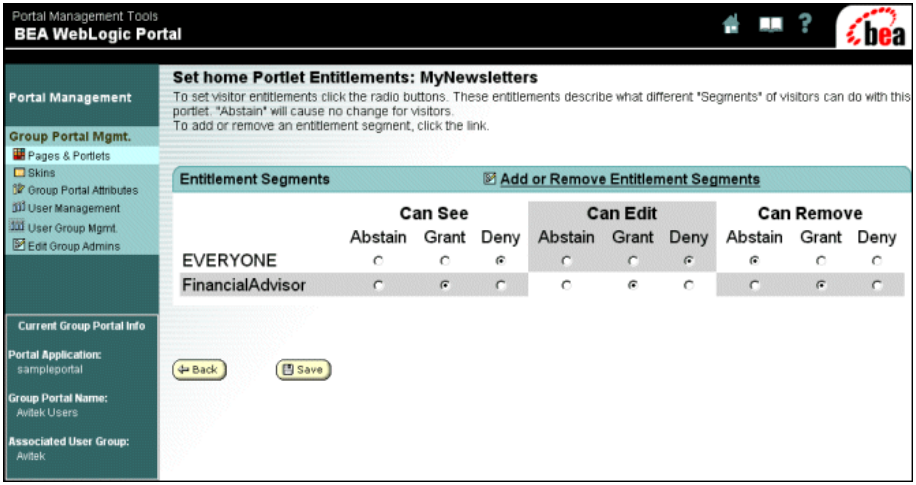


The following list describes the function of the check boxes:

- Available – Makes the portlet available for viewing.
- Visible – Makes the portlet visible to the visitor.
- Minimizable – The portlet can be minimized.
- Maximizable – The portlet can be maximized.
- Default Minimized – The portlet is initially rendered minimized.
- Floatable – The portlet can be viewed in its own window.
- Mandatory – Overrides the visitor's ability to make a portlet not visible.
- Display Name – Changes the name of the portlet.

19. To return to the Edit Portlet Entitlements and Attributes page, click the **Back** button. The Edit Portlet Entitlements and Attributes page appears.
20. To set entitlements for a portlet, select a portlet, and then click the **Set Entitlements** button. The Set Portlet Entitlements page appears, as shown in Figure 3-23.

Figure 3-23 Set Portlet Entitlements



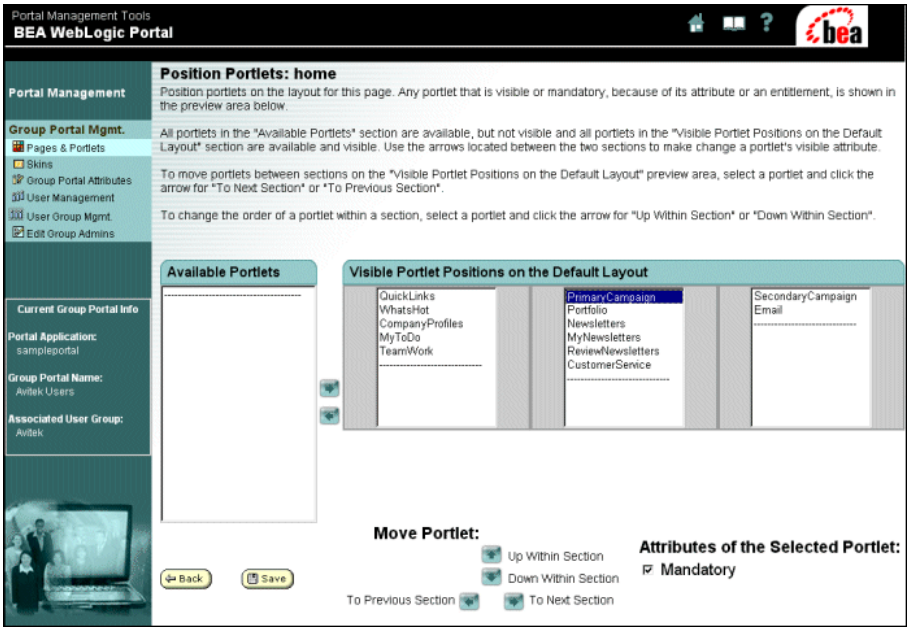
As previously mentioned, entitlements control visitor access to pages and portlets and what visitors can and cannot change. Portlets have the added ability to be editable, as indicated by the Can Edit column.

You can add or remove entitlement segments, just as you did in the Set Page Entitlements window.

21. To return to the Pages and Portlets page, click **Pages & Portlets** in the left column. The Pages and Portlets page appears.

22. To change the position of portlets on a page, click the **Position Portlets** button for the Home page. The Home Position Portlets page appears, as shown in Figure 3-24.

Figure 3-24 Position Portlets: home

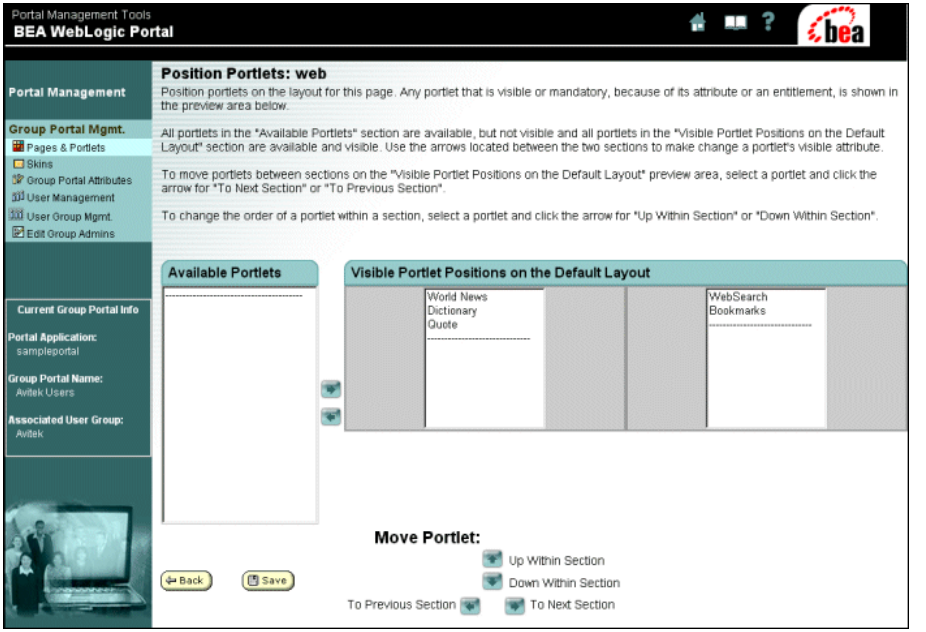


Notice that the Visible Portlet Positions on the Default Layout section contains three lists of portlets. This section reflects the three-column layout of the page, which is its out-of-the-box default. If you select a portlet, that portlet's attributes are also displayed and editable on this page.

Note: If you have changed the default layout, this section will reflect that layout.

23. Click the **Back** button, and then click the **Position Portlets** button for the Web page. The Web Position Portlets page appears, as shown in Figure 3-25.

Figure 3-25 Position Portlets: web



Notice that Visible Portlet Positions on the Default Layout section now contains two groups of portlets, reflecting the default two-column layout for the *Web* page.

Note: If you have changed the layout for this page, it will reflect the layout that you selected.

24. Click the **Back** button. The Pages and Portlets page appears.

25. Return to the Group Portal Management Home by clicking the **Group Portal Mgmt.** link near the top of the left menu column.

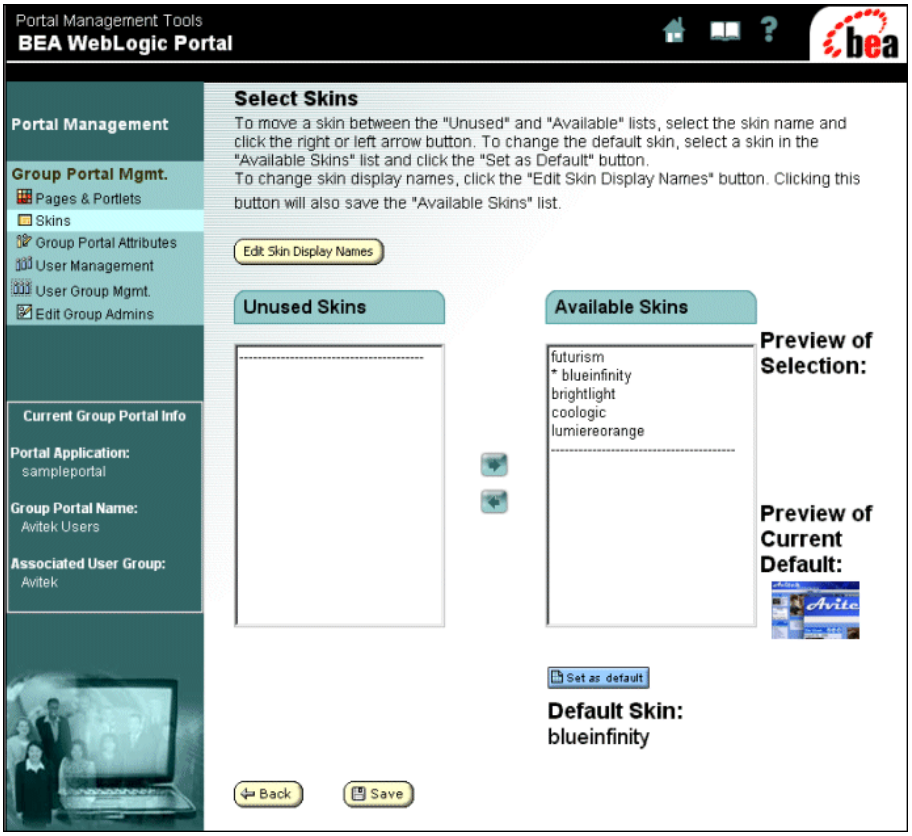
Select Skins

Skins define the overall appearance of the portal; skins define the fonts, colors, and graphics used by the portal and its pages and portlets. The Portal Example provides five skins as samples. A skin is a cascading style sheet (CSS) and a set of images. An HTML designer and a graphic artist can design new skins. After a skin is designed and placed in the proper directories, you need to use the E-Business Control Center to make the skin available to the Portal Management tools.

To learn about the group skins functionality, do the following:

1. On the Group Portal Management Home page, click **Select Skins** in the right column. Alternatively, you can click **Skins** in the left menu column. The Select Skins page appears, as shown in Figure 3-26.

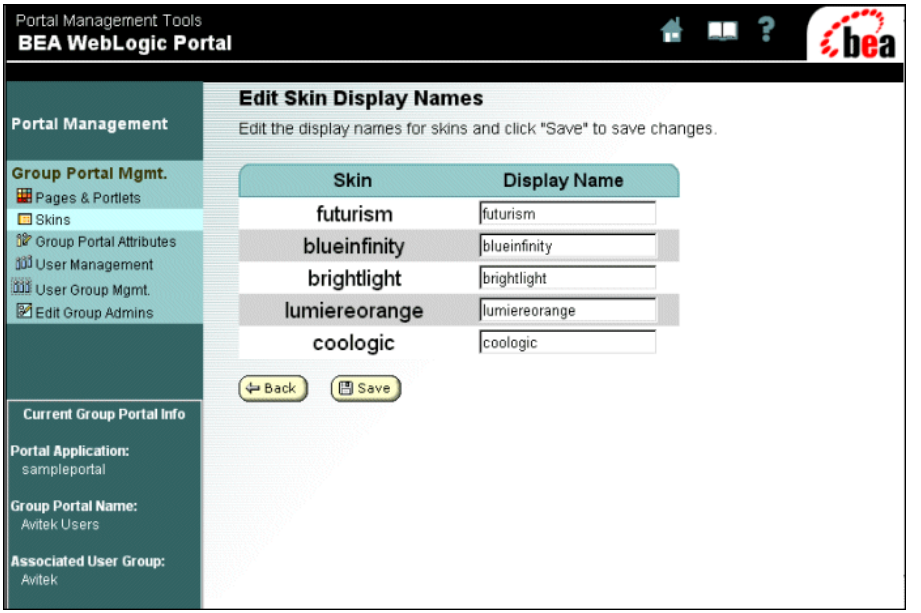
Figure 3-26 Select Skins



On this page, you can define which skins are available to the group and which skin is the default skin. Unused skins are not visible to the group. Additionally, you can access the page to change the names of the skins.

2. To change the name that is displayed for a skin, click the **Edit Skin Display Names** button. The Edit Skin Display Names page appears, as shown in Figure 3-27.

Figure 3-27 Edit Skin Display Names



This page allows you to change the name that is displayed for a skin. The actual name of the skin is not changed, just the name displayed to the group.

3. To return to the Group Portal Management Home, click **Group Portal Mgmt.** in the left menu column.

Group Portal Attributes

This category allows you to choose the user group associated with the group portal and edit the name displayed in the group portal.

What is a user group? A user group consists of users that have been defined in the User Management Administration Tools part of the WebLogic Portal Administration Tools. Alternatively, users can be integrated into WebLogic Portal from a third-party system using Unified User Profile (UUP).

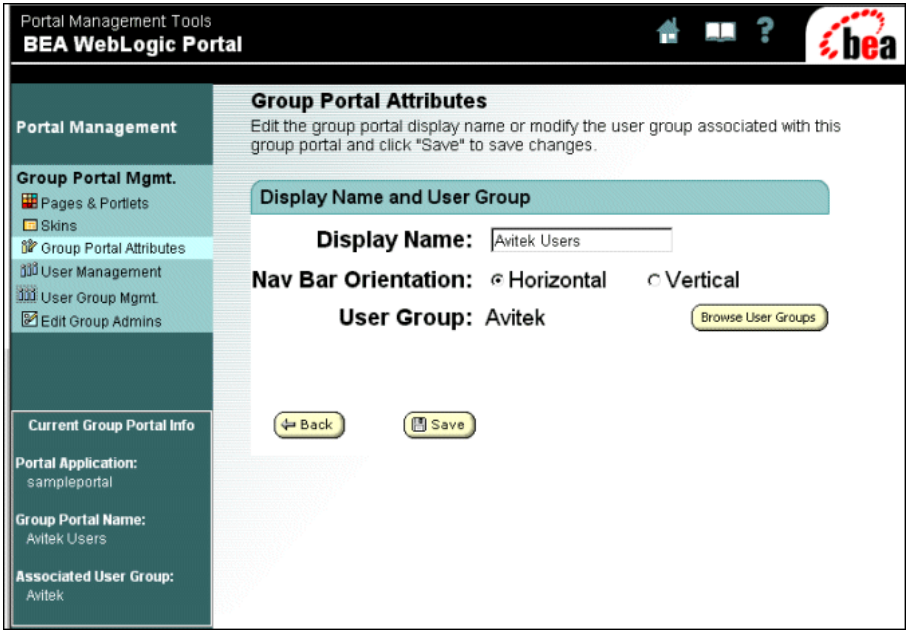
Group portals and user groups A group portal is always associated with a user group. You assign a user group to group portal in the Portal Management section, as described in "Portal Management" on page 3-4. You create user groups and add users to groups in the User Management tools part of WebLogic Portal Administration Tools., and you create user properties in the E-Business Control Center. For more

information about user groups, see "Administering Users and Groups" in the *Administration Guide* at http://edocs.bea.com/wlp/docs70/admin/usrgrp.htm and the E-Business Control Center online help

To learn about the Group Portal Attributes, do the following:

1. On the Group Portal Management Home page, click the **Group Portal Attributes** link in either column. The Group Portal Attributes page opens, as shown in Figure 3-28.

Figure 3-28 Group Portal Attributes

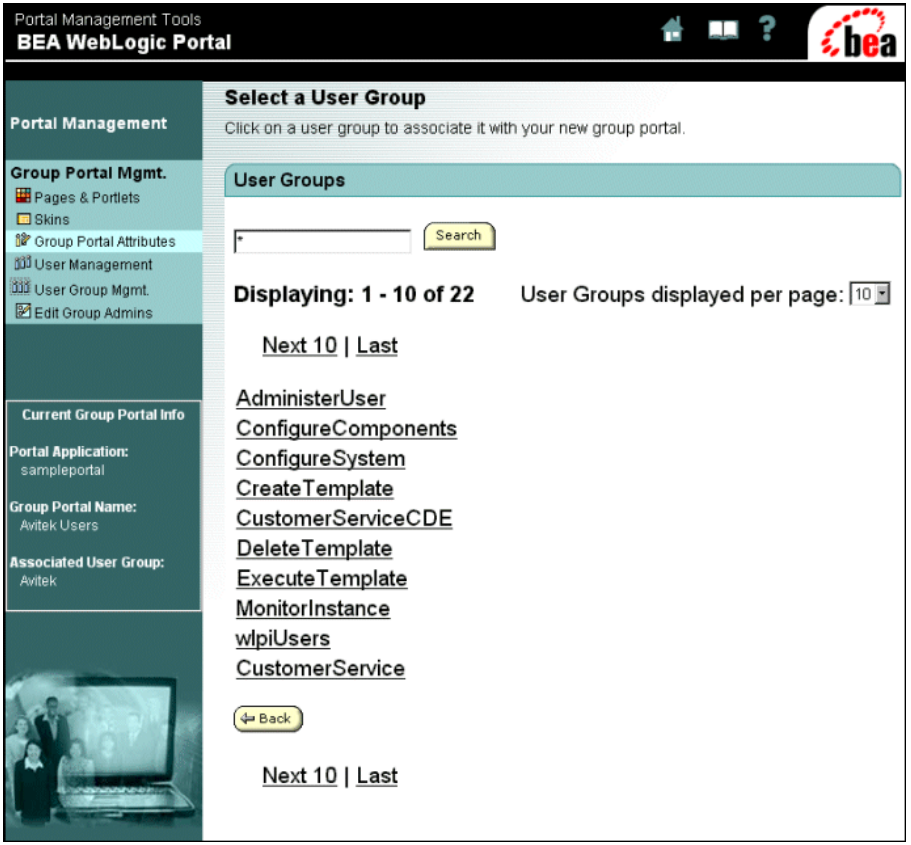


On this page, you can change the orientation of the navigation bar and change the name that is displayed for the group portal. Figure 3-29 shows an example of a vertical navigation bar.

Figure 3-29 Vertical Navigation Bar

2. Click the **Browse User Groups** button. The Select a User Group page opens, as shown in Figure 3-30.

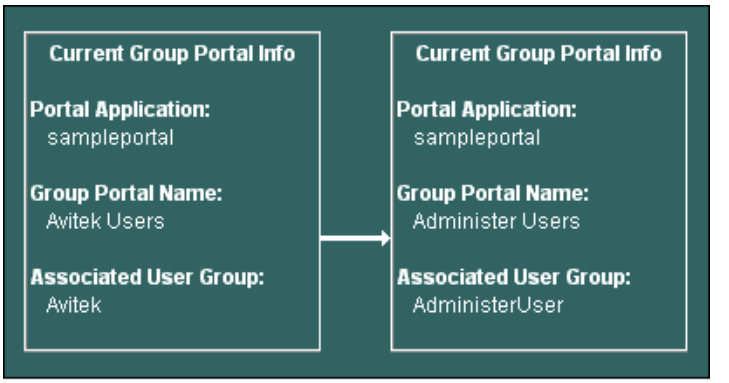
Figure 3-30 Select a User Group



On this page, you can search and assign a user group to a group portal. Every group portal has exactly one user group.

The left column indicates any changes made in the group assignment and name, as shown in Figure 3-31.

Figure 3-31 Changing User Groups



3. Return to the Group Portal Management Home by clicking **Group Portal Mgmt.** in the left menu column.

User and Group Management

This category allows you to manage users and set user group properties. Specifically, you can do the following:

- View, edit, remove, and create visitors in a user group (User Management).
- View and edit properties in the user group associated with the group portal (User Group Management).

About properties You define user group properties in the E-Business Control Center and set the default values. In Group Management, you can set the properties for groups associated with group portals. For more information about defining properties, see E-Business Control Center online help.

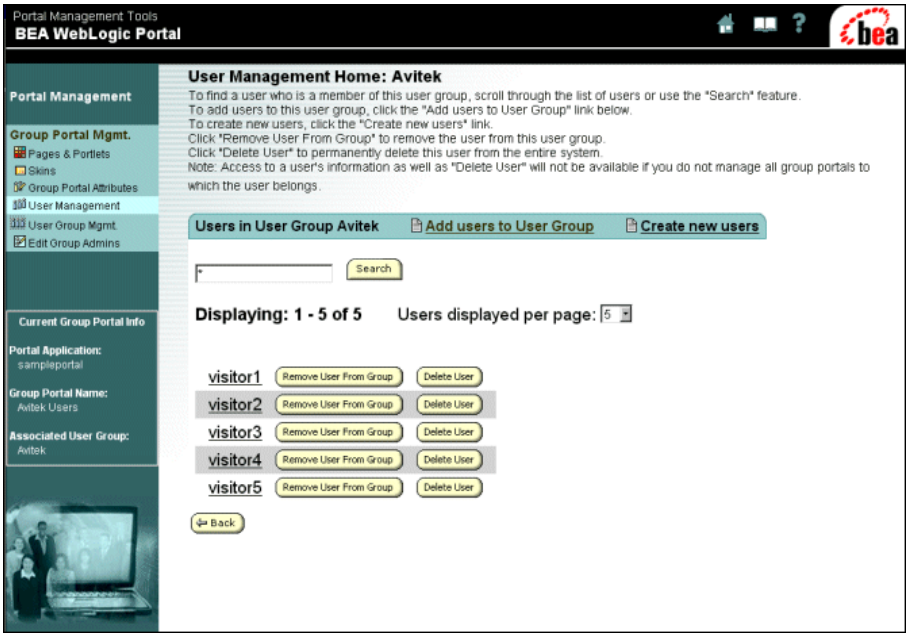
User Management

User management allows you to view, edit, remove, and create visitors in a user group.

To learn about user management, do the following:

1. On the Group Portal Management Home page, click the **User Management** link in the right column. The User Management Home page appears, as shown in Figure 3-32.

Figure 3-32 User Management Home

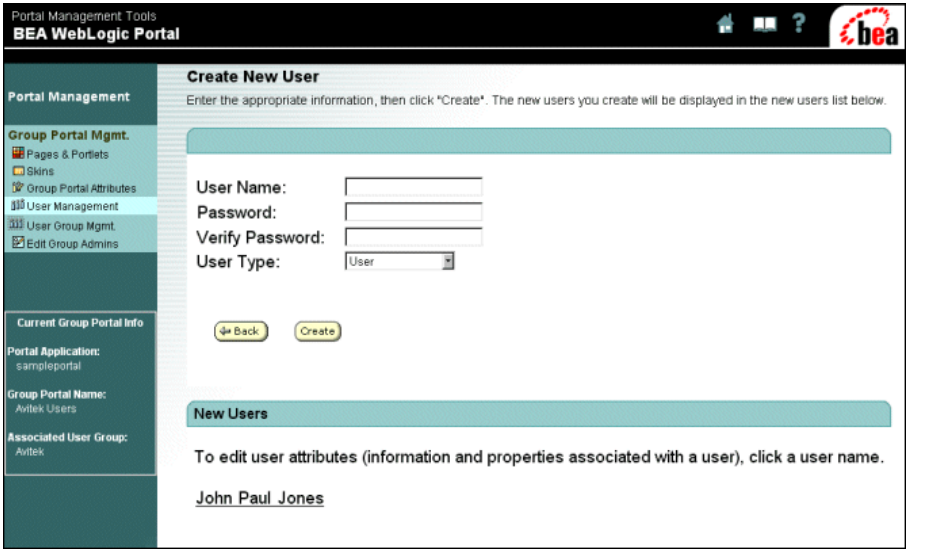


The users displayed in Figure 3-32 have been added to illustrate functionality; initially this page does not show any users. The buttons and links on this page have the following functions:

- **Remove User From Group** button – Removes the corresponding user from the group.
- **Delete User** button – Permanently removes the user from the entire system.
- Add Users to User Group link – Opens a page where you can select users from a list.
- Create New Users link – Opens a page where you can add new users to the group and specify their passwords, as shown in Figure 3-33.

2. Click **Create New Users**. The Create New User page appears, as shown in Figure 3-33.

Figure 3-33 Create New User



After the name and password for a new user is created, the name of the user appears under the New Users section.

3. Return to the Group Portal Management Home by clicking the **Group Portal Mgmt link** near the top of the left menu column.

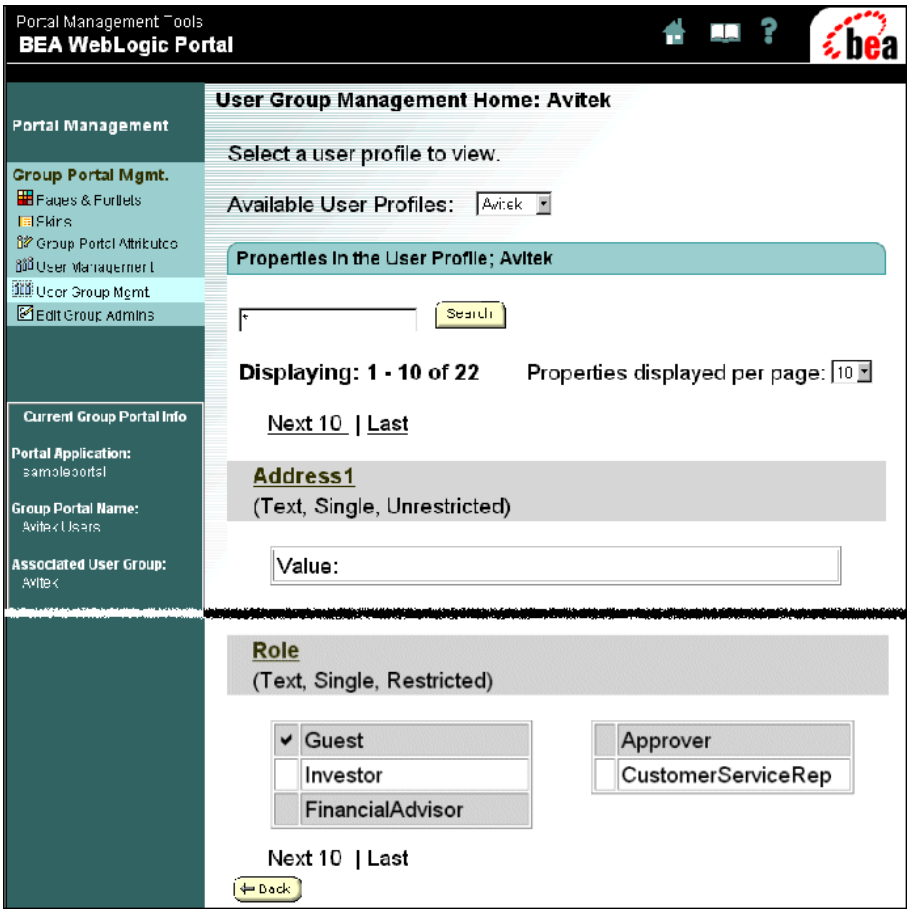
User Group Management

User group management allows you to view and edit the properties in the user group associated with the group portal.

To learn about user group management, do the following:

1. On the Group Portal Management Home page, click **User Group Management** in the right column. The User Group Management Home page appears, as shown in Figure 3-34.

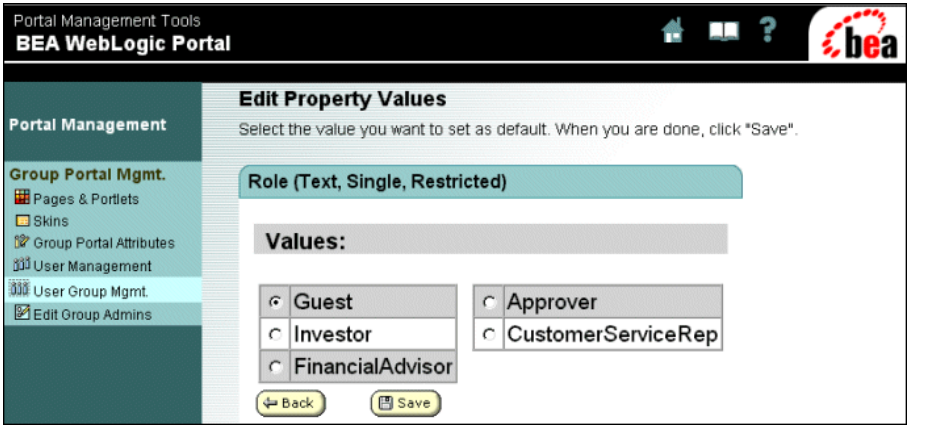
Figure 3-34 User Group Management Home



This page shows the properties for a user group, where you can enter the values for the properties. If you want to define the properties for the group, you need to use the E-Business Control Center. For more information about defining properties, see the E-Business Control Center online help.

2. To set a property value, click one of the links in the right column. The Edit Property Values page opens, as shown in Figure 3-35.

Figure 3-35 Edit Property Values



3. Return to the Group Portal Management Home by clicking the **Group Portal Mgmt.** link near the top of the left menu column.

Delegated Administration

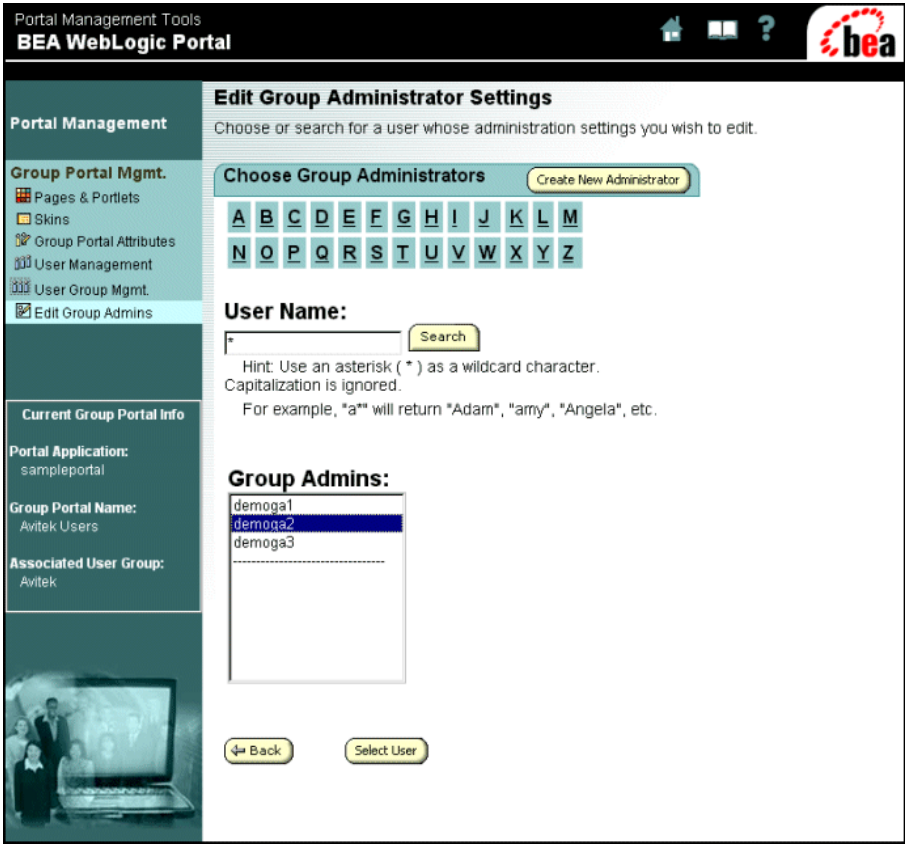
In this category, you can do the following:

- Delegate privileges to other administrators so they can determine the look and feel of their portal pages, control their portlets, manage their users, and set entitlements for their users and administrators.
- Add a new administrator.

To learn about delegated administration, do the following:

1. On the Group Portal Management Home page, click **Edit Delegated Administration Settings for Group Administrators** in the right column. The Edit Group Administrator Settings page opens, as shown in Figure 3-36.

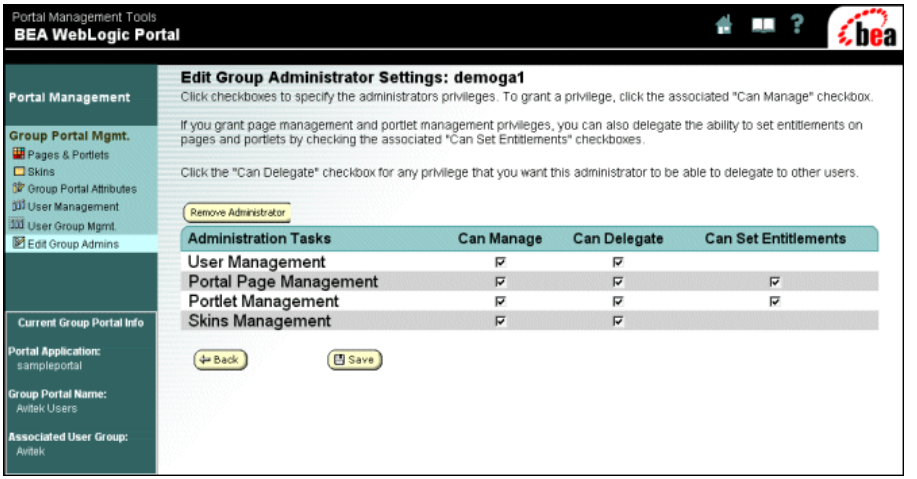
Figure 3-36 Edit Group Administrator Settings



This page allows you to choose the administrator whose delegation settings you want to change and access a page for creating a new administrator. You can use the alphabetical buttons to quickly display the list of users names that begin with the selected letter.

2. In the Group Admins list, select a name, and then click the **Select User** button. The Delegate Administration page opens, as shown in Figure 3-37.

Figure 3-37 Edit Group Administrator Settings—Delegate Administration



On this page, you can specify the selected administrator's privileges or remove the administrator. If you grant privileges for Page Management or Portlet Management, you can also delegate the ability to set entitlements on pages and portlets by selecting the associated Entitlements check boxes. The following list defines the meaning of the attributes:

- Can Manage – Allows the group administrator to manage the task area. For example, if User Management is checked, the administrator can view, edit, add, and remove visitors from the group portal.
- Can Delegate – Allows the group administrator to delegate administration rights to other group administrators.
- Can Set Entitlements – Allows the group administrator to set the entitlements for pages and portlets.

3. To return to the Edit Group Administrator Settings window, click the **Back** button.

   The **Create New Administrator** button opens a page like that displayed in Figure 3-36, where you can choose from a list of existing administrators. If the person you want to set administrative privileges for is not on the list, you must first designate that person as an administrator. For more information on designating a user as an administrator, see "Creating Administrative Users" in the *Administration Guide* at http://edocs.bea.com/wlp/docs70/admin/usrgrp.htm#1189735.

4. Return to the Group Portal Management Home by clicking the **Group Portal Mgmt.** link near the top of the left menu column.

What's Next

This concludes the Portal Example—Visitor and Administrator Features. To learn more about the administration features of WebLogic Portal, see the *Administration Guide* at http://edocs.bea.com/wlp/docs70/admin/index.htm.

To learn more about WebLogic Portal development, see the *Development Guide* at http://edocs.bea.com/wlp/docs70/dev/index.htm.

To learn about portlet functionality, see the *Portal Example—Portlet Features and Functionality* tour at http://edocs.bea.com/wlp/docs70/samptour/index.htm.

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