

Oracle® Fusion Middleware

Oracle WebCenter Portal Online Help



12c (12.2.1.4.0)

E95718-02

March 2020

The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

ORACLE®

E95718-02

Copyright © 2013, 2020, Oracle and/or its affiliates.

Primary Author: Oracle Corporation

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software" or "commercial computer software documentation" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

1 Online Help Topics for General Information

Welcome to Oracle WebCenter Portal	1-1
Accessing Help in Oracle WebCenter Portal	1-2
Contact Us	1-3

2 Online Help Topics for WebCenter Portal Administration

Administration: Attributes	2-1
Administration: Business Role Pages	2-1
Administration: Device Settings	2-3
Administration: General	2-7
Administration: Personal Pages	2-13
Administration: Portal Deployments	2-14
Administration: Security: Roles	2-15
Administration: Security: Users and Groups	2-17
Administration: System Pages	2-19
Administration: Tools and Services	2-19
Discussion Forum Settings	2-21
Search Settings – Elasticsearch	2-22
External Application	2-24
Mail Settings	2-24
People Connections Settings	2-25
Portlet Producer	2-32
Create Page	2-35
Create Role	2-35
Change Role	2-36
Portal Server Connection	2-36
Register/Edit External Application	2-37
Set Page Access	2-40
Set Page Defaults	2-41

3 Online Help Topics for Portals

About Portal	3-1
Activities	3-1
Add Attribute	3-2
Administration: Portals	3-3
Analytics	3-6
Assets	3-19
Change Membership	3-20
Create Portal Template	3-20
Create Portal Wizard	3-21
Create Role	3-23
Deploy	3-24
Device Settings	3-25
General	3-25
Import Portals	3-27
Membership Options	3-28
Export Portals	3-30
Personalize Pages	3-31
Portal Browser	3-33
Portal Editor	3-34
Portal Templates	3-36
Profile	3-38
Publish Pages	3-41
Security	3-42
Settings	3-45
Share	3-49
Tag Center	3-50
Tag This Page	3-53
Tools and Services	3-53
WebCenter Portal Impersonation	3-56

4 Online Help Topics for Tools and Services

Announcements Console	4-1
Create Announcement	4-2
Edit Announcement	4-6
Create/Edit Column	4-9
Create Event	4-14
Create List	4-15
Discussions Console	4-16
Edit Event	4-18

Edit List	4-19
Event Preferences	4-20
Events Console	4-21
Lists Console	4-23
RSS Manager	4-26
View Topic	4-28

5 Online Help Topics for Content

Add Link	5-1
Configure Content Manager	5-2
Content Presenter Configuration	5-3
Documents	5-7
Edit Image	5-8
Embed Image	5-10
Favorites	5-10
Libraries	5-11
Rendition Clipboard	5-12
Searching Documents	5-13

6 Online Help Topics for Pages

Access	6-1
Add New/Edit Data Source	6-1
Add to Catalog	6-2
Child Components	6-3
Content Style	6-3
Create Navigation Item	6-4
Create Page	6-8
Create Page	6-10
Create Page Variant	6-13
Credentials	6-13
Display Options	6-14
Define Data Visualization	6-15
Expression Editor	6-17
Other CSS Property	6-18
Page Information	6-18
Page Editor	6-22
Page Editor: Design View	6-23
Page Editor: Structure View	6-24
Page Properties: Display Options	6-25

Page Properties: Display Options	6-25
Page Properties: Layout	6-26
Page Properties: Parameters	6-26
Page Properties: Security	6-27
Parameters	6-28
Publish Pages	6-30
Refresh from Page Style	6-30
Resource Catalog	6-30
Save Page As Page Style	6-31
Style	6-32

7 Online Help Topics for Shared Assets

Business Objects	7-1
Content Presenter	7-1
Copy Asset/Delete Asset/Upload Asset/Download Asset/Upload Icon	7-3
Create Form	7-5
Create Graph	7-6
Create New Page Template	7-8
Create New Data Control	7-9
Create New/Edit Business Object	7-9
Create New/Edit Data Control	7-10
Create New/Edit REST Data Source	7-12
Create New/Edit SQL Data Source	7-14
Create New Resource Catalog	7-15
Create New Skin	7-15
Create New Task Flow	7-16
Create Table	7-16
Data Controls	7-18
Data Visualizations	7-20
Edit Properties	7-21
Edit Resource Catalog	7-22
Edit Resource Catalog Item	7-23
Edit Skin	7-26
Layouts	7-26
Link to New Asset or Link to Existing Asset	7-28
Page Styles	7-28
Page Templates	7-30
Resource Catalogs	7-32
REST Data Sources	7-33
Security Settings	7-34

Select Start Path	7-35
Shared Assets	7-36
Show Properties	7-37
SQL Data Sources	7-39
Skins	7-40
Task Flow Properties	7-41
Task Flow Styles	7-42
Task Flows	7-43
Visualization Templates	7-45

8 Online Help Topics for Portal Templates

Portal Templates	8-1
Export Portal Templates	8-2
Export Portal Templates Pane	8-2
Import Portal Templates	8-3
Import Portal Templates Pane	8-3

9 Online Help Topics for Favorites

Add To Favorites	9-1
Add To Favorites	9-1
Create Folder	9-2
Edit Favorite	9-2
Edit Folder	9-3
Manage Favorites	9-4

10 Online Help Topics for Preferences

General Preferences	10-1
Password Preferences	10-2
My Accounts Preferences	10-3
Messaging Preferences	10-4
People Connections Preferences	10-7
Presence Preferences	10-10
Impersonation Preferences	10-11
Subscriptions Preferences	10-12
Search Preferences	10-13
Mail Preferences	10-14

1

Online Help Topics for General Information

Welcome to Oracle WebCenter Portal

Companies use Oracle WebCenter Portal to build enterprise-scale intranet and extranet portals that provide a foundation for the next-generation user experience (UX). Portals built with WebCenter Portal commonly support thousands of users who create, update, and access content and data from multiple back-end sources. WebCenter Portal delivers intuitive user experiences by leveraging the best UX capabilities from a significant portfolio of leading portal products and related technologies. From the user's perspective, the integration is seamless.

Where can users access their portals? Anywhere. WebCenter Portal is mobile-enabled through responsive page design and page variants, which can be optimized to render on specific devices.

Business users can easily assemble new portals or composite applications using Portal Composer and a page editor that includes a library of prebuilt reusable components. They can enhance user experience by wiring components together on the page, configuring content personalization, enabling the use of integrated social tools, and creating data visualizations.

WebCenter Portal provides users with a personalized, secure, and efficient way of consuming information and interacting with people and applications in the context of business processes. It optimizes the connections between people, information, and applications; provides business activity streams so users can navigate, discover, and access content in context; and offers dynamic personalization of applications, portals, and sites to provide a customized experience.

Note:

When you move around in WebCenter Portal, use application navigation rather than your browser's **Back** button. Using application navigation keeps you reliably in the application context and prevents a loss of functionality that has been observed when browser navigation is used.

With WebCenter Portal, you can:

- Enable business users to quickly create dynamic portals and contribute media-rich content
- Easily build composite applications and mash-ups using browser-based tools
- Leverage pre-built interactions with Oracle BI, BPM, SOA, and Oracle and third party applications
- Employ complete enterprise content management capabilities

- Enrich applications with built-in social and collaboration tools
- Improve business productivity with intuitive user experiences
- Leverage powerful tools and rich frameworks to develop custom assets rapidly with a comprehensive user experience solution and tighter integration with Oracle JDeveloper
- Enable DevOps to monitor every aspect of portal applications to use this information to proactively tune it to best performance and to manage the application's life cycle
- Leverage existing investments

Related Topics

[Accessing Help in Oracle WebCenter Portal](#)

[Contact Us](#)

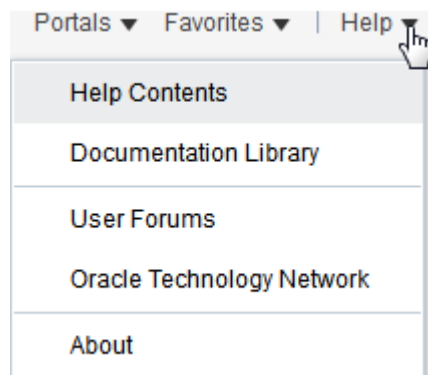
Accessing Help in Oracle WebCenter Portal

Wherever you see a **Help** menu, link, or icon, click it to access help.

Help Menu

The **Help** menu at the top of WebCenter Portal has a **Help Contents** option for opening the online help Welcome page. From there, use the **Search** tab to locate and navigate to online help topics. Use the **Contents** tab to navigate to WebCenter Portal documentation.

Figure 1-1 Help Menu




Help Icons

Help icons, located throughout WebCenter Portal, open topics that describe the current page or dialog and provide links to more information.

Figure 1-2 Help Icon



 **Note:**

Not all pages and dialogs have help icons.

Related Topics

[Welcome to Oracle WebCenter Portal](#)

[Contact Us](#)

Contact Us

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of Oracle WebCenter Portal documentation. Your input is important in improving documentation quality and content.

We would like to know:

- Did you find any errors?
- Is the information clearly presented?
- Where do you need more information?
- Are the examples correct? Do you need more?
- What did you like most about the documentation?

You can send your comments to us through the WebCenter Portal discussion forum on the Oracle Technology Network at <https://community.oracle.com/welcome>. You are welcome to join an existing thread or to begin a new one. We'll get to your issue more quickly if you prefix the subject with "Doc Comment:" and include the topic title in your message.

If you have problems with the software, please contact Oracle Support Services at <http://www.oracle.com/support/index.html>.

Related Topics

[Welcome to Oracle WebCenter Portal](#)

[Accessing Help in Oracle WebCenter Portal](#)



2

Online Help Topics for WebCenter Portal Administration

Administration: Attributes

Use the Attributes page to add or modify attributes that are available to all portals. The settings on this page are available to the system administrator.

Every portal includes built-in attributes such as name, description, date created, icon, and so on. On this page, you can add and manage custom attributes that are available for use by any portal. More

Element	Description
 Add Attribute	Click to open the Add Attribute dialog to create a new global attribute.
Name	Lists existing global attributes.
Value	Lists values of existing global attributes.
Actions	Select an attribute and click  to perform any of the following actions on the attribute:
Edit Attribute	Displays the Edit Attribute dialog to modify the attribute value.
Delete Attribute	Displays the Delete Attribute dialog to confirm your request to remove the attribute from WebCenter Portal.


Related Topics











"Working with Attributes in Portal Administration" in *Building Portals with Oracle WebCenter Portal*


Administration: Business Role Pages

Use the Business Role Pages page to create and manage business role pages and set business role page creation defaults. Business role pages provide a powerful tool for exposing content that is highly relevant to a specific audience. For example, create a page targeted to and viewed by specific groups, such as your Sales, Accounting, or Administrative staff. Business role pages are exposed to targeted users in the Home Portal.

More

Element	Description
 Create	Click to open the Create Page dialog where you can provide a page display name and select a page style. Note that this dialog does not open if you have selected to enable one-click creation through Set Page Defaults . More

Element	Description
 Set Page Defaults	<p>Click to open the Set Page Defaults dialog to select a default Page Style for all new business role pages.</p> <p>In the Set Page Defaults dialog, Enable One-Click Page Creation determines whether users can override the default Page Style selection:</p> <ul style="list-style-type: none"> • Select Yes to specify that new business role pages must always use the Page Style chosen here. This enforces a common look and feel across WebCenter Portal by overriding the Create Page dialog, and creating pages directly using the selected page style. • Select No (default) to specify that users can create pages with a different style, with the selected Page Style displayed as the initial style in the Create Page dialog. <p>More</p>
Filter	<p>Enter a full or partial search string in the Filter field, then click  to refresh the list with all business role pages for which a match is found in Name or Created By.</p> <p>To clear the current search string and display all portal pages, click .</p>
 Show or hide advanced filter options	<p>Click to display a filter panel above the page list.</p> <p>Enter a full or partial search string above the Name and/or Created By columns, then press Enter to refresh the list with all business role pages for which a match is found in Name and Created By.</p> <p>To clear the current search string and display all portal pages, clear the filter panel fields and press Enter.</p>
 Refresh	<p>Click to refresh the list of business role pages. Make sure that any prior search is cleared (click ), and no filter is specified in the filter panel.</p>
Name	<p>Lists the names of business role pages. Click a name to open the page.</p> <p>More</p>
Reorder	<p>Click the reorder icons (   ) for a page to change the order of business role pages in the Home portal for all users.</p> <p>Note: You can also reorder pages by dragging and dropping the page names.</p> <p>There are two ways of defining the order and the visibility of pages in a portal: from this page and from the Personalize Pages. The difference between the two is that the Administration change is an application customization and the Personalize Pages change is a user customization. User customizations override application customizations in a given user's view.</p>
Show Page	<p><input checked="" type="checkbox"/> Page is currently shown in the portal. Click to deselect the check box and hide the page from all users.</p> <p><input type="checkbox"/> Page is currently hidden in the portal. Click to select the check box and show the page to all users who have been granted access to the business role page.</p> <p>More</p>
Created By	Identifies the login name of the user who created the page.
Last Modified	Specifies the date and time when the page was last modified.

Element	Description
Actions	For a selected page, click  to perform any of the following actions available, depending on whether the business role page is built-in or a custom business role page:
Edit Page (custom pages only)	Display the page in the page editor. More
Delete Personalization (custom pages only)	Remove all user customizations from each user's view of the business role page. This includes expanding collapsed task flows, returning a rearranged task flow to its original position, undoing a resized task flow, and so on. More
Copy Page	Open the Copy Page dialog, where you can enter a name for a copy of the page, and open the new page in the page editor for editing. The new page appears only in your personal view. More
Rename Page (custom pages only)	Open the Rename Page dialog, where you can enter a new name for the page. More
Set Page Access (custom pages only)	Open the Set Page Access where you can customize the security for the page by setting permissions for available user roles. More
Edit Source (custom pages only)	Open the Edit Source dialog where you can edit the page in the source HTML. More
Delete Page (custom pages only)	Open the Delete Page dialog to confirm deletion of the page. More
Make Public	Toggle between the following two options:
Remove Public Access (custom pages only)	<ul style="list-style-type: none"> • Make Public (default) grants public read-only access to the page. This selection is active only if the <code>Public-User</code> role has been granted permission to access the page. • Remove Public Access restricts the page access to WebCenter Portal users only. This selection is active only if the <code>Public-User</code> role can access the page.
Send Mail	Send mail containing a link to the page.
About This Page	Open the Page Information dialog, which shows Name, Description, Created By, Date Created, Last Modified, and Direct URL to the page. More

Administration: Device Settings

Enterprise portal users access portals from a range of devices, from smart phones to tablets to desktop browsers. Device settings and related features allow you to control exactly how your portal pages render on different devices. As a system administrator, you may be asked to support a new type of device or to change or improve the way portal pages render on certain devices. [More](#)






The Device Settings page is arranged into the following tabs:








- [Device Groups](#)
- [Devices](#)

Device Groups

The Device Groups tab enables you to create and manage device groups.

A *device group* represents a collection of devices that share similar display requirements. Out-of-the-box, WebCenter Portal comes with several pre-configured device groups, such as iOS Phones, Android Phones, iOS Tablets, and so on. As a system administrator, you can create new device groups and manage existing ones. More





Element	Description
 Create	<p>Click to create a device group. More</p> <p>In the Create Device Group page, specify the required details in the following sections:</p> <p>Device Group</p> <ul style="list-style-type: none"> • Name: The name of the device group. This name must be unique and cannot contain spaces. One use of this name is that it can be located with an Expression Language expression. • Display Name: Specify the display name of the device group. This name must be unique and will appear in WebCenter Portal. • Description: An optional description of the device group. <p>Devices</p> <p>Use the arrow buttons to move the available devices that you wish to add to the Selected Devices list.</p> <p>Assets</p> <p>Select the page template and skin that you want this device group to use.</p> <p>Note: Click the  icon next to a field and select Expression Builder to open the Expression Editor to set a variable value using Expression Language (EL).</p> <p>After you are done, click Create.</p>
 Delete	<p>Click to delete the currently selected device group. You can delete only the custom device groups, and not the built-in device groups.</p> <p>Note: If a device group is deleted, page variants associated with that device group will still exist (they are not deleted).</p>
 Upload	Click to upload a previously downloaded device group(s) to the portal. More
 Download	Click to download the selected device group(s) to a file. You cannot download out-of-the-box device groups. More
Actions	Use the Actions menu to perform these functions:
Copy	<p>Copy the selected device group. This is useful when you want to:</p> <ul style="list-style-type: none"> • Create a backup of a device group. • Update a device group while keeping the original in use. • Use a built-in device group as the starting point for creating a new device group. <p>When you create a copy of a device group, the copy is marked as hidden regardless of the status of the original device group.</p>
Edit	<p>Edit the selected device group. You can rename a device group, and specify a description that explains the purpose of the device group. However, you cannot change the device group name that is internally used to identify it.</p>
Set As Default	<p>Set the selected device group to be the default device group. All new pages that you create are automatically associated with the default device group. More</p>




Element	Description
 Move to top	Click to move the selected device group to the top in the list of device groups displayed. A device may be associated with multiple device groups. In such cases, the ordering of the device groups in the Device Groups tab determines the precedence of device groups. More
 Move up	Click to move the selected device group one level up in the list of device groups displayed.
 Move down	Click to move the selected device group one level down in the list of device groups displayed.
 Move to bottom	Click to move the selected device group to the end in the list of device groups displayed.
Filter	Enter a full or partial search string, then click  to refresh the list with all the device groups for which a match is found.
 Refresh	To clear the current search string and display all device groups, click  . Click to refresh the list of device groups.
Device Group	Displays all the device groups, whether built-in or custom, available in WebCenter Portal.
Available	All device groups, whether built-in or custom, can be marked as hidden or available. A check mark next to a device group's name indicates that the device group is available to use in portals. An empty check box indicates that the device group is not available for use in portals.
Default	Indicates whether a device group is set as the default device group at the application level. More
Last Modified	Displays the user name of the user who last edited the device group, and the date and time at which the changes were made.

Devices

The Devices tab enables you to create and manage devices.

A *device* is a representation in WebCenter Portal of a physical device, like a smart phone or tablet, that users use to interact with a portal. Each time a portal page is requested, WebCenter Portal determines the type of device from which the request originated. This information enables the portal to decide what category of devices or device group the device is associated with. More

Element	Description
 Create	<p>Click to create a device. More</p> <p>Device</p> <ul style="list-style-type: none"> Name - The name of the device. This name must be unique and cannot contain spaces. One use of this name is that it can be located with an Expression Language expression. Display Name - Specify the display name of the device. This name must be unique and will appear in the WebCenter Portal user interface. User Agent - Specify the user agent string. WebCenter Portal identifies a device by comparing the user agent string passed in the request header (comes from the user's device) and the string specified in this field. This parameter does not have to be a literal match with the request header. It is taken to be a regular expression, and you can enter any valid regular expression in this field. <p>Note: The user agent string is a regular expression and conforms to the syntax specified by the Java platform (java.util.regex.Pattern). As such, certain special characters might need to be escaped if you want to match them. These characters include [<code>\^\$. ?*+()</code>] and, in some cases, curly brace characters <code>{}</code>. For example, a parenthesis must be escaped with <code>"\"</code>, as in <code>\(iPhone; CPU iPhone OS 5_0 like Mac OS X\)</code>. For further guidance, a good reference on regular expression syntax is recommended.</p> <ul style="list-style-type: none"> Description - (Optional) Specify a description that helps to identify the purpose of the device. <p>Optional Attributes</p> <p>Use the Optional Attributes section to manage attributes such as display resolution height and width. You can edit their default values as required.</p> <p>Note: Attributes do not affect the way portals are rendered on a device. They exist simply to provide a way to specify information about a device that may be useful to a page designer. Portal designers can use Expression Language to access the values of device attributes.</p> <p>Additional Attributes</p> <p>Optionally, add additional attributes. Click Add Attribute and specify a name and value.</p> <p>After you are done specifying all the device details, click Create to create the device.</p>
 Delete	<p>Click to delete the currently selected device.</p> <p>You can delete only the custom devices, and not the built-in devices.</p>
 Upload	<p>Click to upload a previously saved device or devices from a file. More</p>
 Download	<p>Click to download the selected device or devices to a file. More</p>
Actions	<p>Use the Actions menu to perform the following functions:</p>
Copy	<p>You can create copies of devices. This is useful when you want to:</p> <ul style="list-style-type: none"> Create a backup of a device. Update a device while keeping the original in use. Use a built-in device as the starting point for creating a new device.
Edit	<p>Edit the selected device. You can change the display name of a device, and specify a description that explains the purpose of the device. However, you cannot change the device name that is internally used to identify it. In addition, you can add or edit device attributes. More</p>

Element	Description
Filter	Enter a full or partial search string then click  to refresh the list with all the devices for which a match is found in the Device column.
 Refresh	To clear the current search string and display all devices, click  . Click to refresh the list of devices.
Device	Displays all the devices, whether built-in or custom, available in WebCenter Portal.
Last Modified	Displays the user name of the user who last edited the device and the date and time at which the changes were made.

Administration: General

Use the General page to set application-wide properties for WebCenter Portal.

The General page is arranged in the following sections:

- [Application](#)
- [Assets](#)
- [Options](#)
- [Default Portal](#)
- [Session Timeout](#)
- [Self-Registration](#)



Application

The Application section of the General page enables you to enter the application name and select a logo for WebCenter Portal.

Element	Description
Application Name	Enter a new name for WebCenter Portal. In the default page template, this name appears in the WebCenter Portal banner. By default, this name is WebCenter Portal . More
Application Logo	Select a different logo for WebCenter Portal. In the default page template, the logo appears in the top left corner of the WebCenter Portal banner. The logo you specify resizes automatically, according to the application skin. Click Browse to locate an image on your file system. More

Assets

The Assets section of the General page enables you to select a default page template, an application skin, and make selections from the resource catalog.


Element	Description
Default Page Template	<p>Select the page template used to display the Home Portal and new portals.</p> <p>Note: Portal managers can override the default page template that you specify here, but individual users cannot change the page template you choose for the Home Portal.</p> <p>The Default Page Template for a device group can now also be overridden from Device Settings in portal Administration. Select the appropriate Device Group, then select Edit from the Actions drop-down list. Select the default page template from the Assets section for use with devices of the selected group.</p> <p>[system default] means that the Default page template is used.</p> <p>More</p>
Application Skin	<p>Select a skin for WebCenter Portal.</p> <p>WebCenter Portal provides several built-in skins so that you can experiment with different looks and feels.</p> <p>Note: Users can override the default skin selection through user preferences. However, skins are often created for use with a specific page template. The choice of skin must therefore be compatible with the selected page template. More</p> <p>If none of the built-in skins suit your requirements or you want to apply a look and feel that reflects your corporate brand, you can create and apply your own ADF skins. For your own page templates, you can note the <i>preferred skin</i> by setting (select Shared Assets, then copy a Page Template and select Edit Properties from the Actions drop-down list) the custom attribute <code>preferredSkin</code> to the skin family ID value of the skin that is preferred for use with a given page template. Doing this will allow the skin to switch to the preferred skin when your page template is chosen. If the page template is changed, then the skin will be updated (if it is not set to an expression) to match the page template. More</p> <p>The Default Skin for a device group can now also be overridden from Device Settings in portal Administration. Select the appropriate Device Group, then select Edit from the Actions drop-down list. Select the default skin from the Assets section for use with devices of the selected group.</p> <p>Enter parameter values, or click the  icon next to a field and select Expression Builder to open the Expression Editor to set a dynamic value using Expression Language (EL).</p> <p>More</p>
Resource Catalog for...	<p>WebCenter Portal provides several Page Templates and Resource Catalogs out-of-the-box. If the options available are not suitable, you can develop your own and add them to the list.</p> <p>Enter parameter values, or click the  icon next to a field and select Expression Builder to open the Expression Editor to set a dynamic value using Expression Language (EL).</p> <p>More</p>
Portals	<p>Specify the <i>default</i> Portal Catalog for new portals.</p> <p>Portal managers can override the default catalog that you specify here.</p> <p>[system default] means that the Default Portal Catalog is used.</p>
Home Portal	<p>Specify the <i>default</i> Home Portal Catalog that is offered to users working with pages in the Home Portal.</p> <p>[system default] means that the Default Home Portal catalog is used.</p>

Element	Description
Business Role Pages	Specify the <i>default</i> Home Portal Catalog that is offered to administrators working with business role pages. [system default] means that the Resource Catalog for Home Portal is used.
Page Templates in Portal	Specify the <i>default</i> Page Template Catalog for new portals. Portal managers can override the default catalog that you specify here. [system default] means that the Default Page Template Catalog is used.
Page Templates in Home Portal	Specify the default Page Template Catalog that is offered to users creating pages in the Home Portal. [system default] means that the Default Page Template Catalog is used.

Options


The Options section of the General page enables you to select footer options for WebCenter Portal.

Element	Description
Page Footer	Select to display the page footer, or deselect to hide the page footer. In the default page template, the footer displays copyright details and a link to WebCenter Portal's privacy statement.
Copyright	Enter a suitable copyright statement for WebCenter Portal. In the default page template, copyright details display in the bottom right corner of WebCenter Portal, if you choose to display the page footer. If no copyright information is required, leave this field blank. Note: Individual portals can define their own copyright statements. More
Privacy URL	Specify the location of WebCenter Portal's privacy policy. Enter a fully qualified URL. In the default page template, the Privacy Statement link displays in the bottom right corner of WebCenter Portal, if you choose to display the page footer. If no privacy information is required, leave this field blank.
Global Help URL	Enter the location of online help. Make sure that you enter a fully qualified URL to your help files. For example: <code>http://myhost:8888/myhelp</code> Online help for WebCenter Portal displays when users click the Help link located at the top of WebCenter Portal. The default Global Help URL is <code>http://host:port/webcenterhelp/spaces?topic=welcome_main</code> . This URL opens Oracle Help for the Web (OHW) and displays built-in help for WebCenter Portal. If you want, you can write online help specifically aimed at your users and redirect the Help link to a different help location. Note: If Global Help URL is left blank, the Help link is disabled. More

Element	Description
Default Language	<p>Select the default language for WebCenter Portal.</p> <p>The first time a user logs in to WebCenter Portal, the default language displays, but individuals can personalize their display language through user preferences. More</p> <p>Note: Managers can select a display language for a specific portal. When defined, the portal language overrides both the default language and any user language preference. More</p> <p>The default display language only applies when users log in to WebCenter Portal. Public pages, such as the welcome page and login page, display in the browser language.</p> <p>If no default language is provided, the browser language is used.</p> <p>Click Customize to modify the list of languages available in WebCenter Portal. WebCenter Portal can provide runtime translations for 27 languages and 100 different locales, but you can offer a reduced language set to your audience if you prefer.</p> <p>Enter parameter values, or click the  icon next to a field and select Expression Builder to open the Expression Editor to set a dynamic value using Expression Language (EL).</p> <p>More</p>

Default Portal

The Default Portal section of the General page enables you to set up a default landing page or portal.

Element	Description
Add Group Authenticated Users Public Users	<p>You can specify what users first see when they log in: the Portal Browser, the Home Portal or a specific portal or page. You can specify different landing portals or pages for different groups, specify the default landing portal or page for authenticated users, and specify the default landing portal or page for all public users.</p> <ul style="list-style-type: none"> • Click Add Group to select an enterprise group from the list. Select a group from the list that displays or search for a group from the Search field and select the group, then click OK. You can edit the default page URL in the Location field. • Select an option from Authenticated Users. The options here specify what authenticated users, who do not belong to a group, specified in Add Group, first see when they log in. • Select an option from Public Users. The options here specify what public users see when they log in. The <code>Public-User</code> role must have access to the portal or page that you specify. <p>To specify that a particular portal displays, enter the portal name or click  to select the portal from a list.</p> <p>To specify that a particular page displays, enter the page location. Typically this is an internal page. You can enter a full or relative page URL, as shown in these examples:</p> <ul style="list-style-type: none"> • <code>http://host:port/webcenter/portal/page/welcome</code> • <code>http://host:port/webcenter/portal/portalname/page/welcome</code> • <code>/portal/portalname/pagename</code> <p>If you specify an external page, enter the full URL.</p> <p>More</p>

Session Timeout

The Session Timeout section of the General page enables you to select a session timeout for WebCenter Portal.

Element	Description
When the Session Times Out	<p>Select the desired result when WebCenter Portal times out:</p> <ul style="list-style-type: none"> • Display Timeout Page to display the WebCenter Portal timeout page in the browser, where the user can click the link provided to log in again and restart at the default start page. • Display Timeout Popup to display a popup notification, where the user can click OK to log in again and restart at the page that was active when the session expired. <p>The Display Timeout Popup option works if your browser is set to display pop-ups. If your browser is set to block pop-ups, then you see the timeout page.</p> <p>(Optional) In the Session Timeout (minutes) field, enter a new value. The default value is 45minutes, the minimum value is 5, and the maximum value is 1440 (24 hours).</p> <p>Note: If WebCenter Portal is configured for single sign-on (SSO), Oracle recommends that the Session Timeout value set here is no higher than the SSO timeout value. The session timeout is a factor of the physical memory available and the number of concurrent users that have to be supported. If the Session Timeout value is less than the SSO session timeout, then the WebCenter Portal HTTP session times out after the duration specified here, but a new WebCenter Portal session will be automatically created as long as the SSO timeout is not reached.</p> <p>More</p>

Self-Registration

The Self-Registration section of the General page enables you to allow users to self-register.

Element	Description
Allow Self-Registration Through Invitations	<p>Select Allow Self-Registration Through Invitations to allow individual portal managers to invite new members outside the portal community (that is, non-Portal users).</p> <p>When you select this option, portal managers can send a customizable email to anyone, inviting them to join their portal with a specified role.</p> <p>When an invitee clicks the registration URL included within the email message, a "Self-Registration Form" opens. Potential members must register with WebCenter Portal before they gain access to the portal. All self-registration requests are sent to the portal manager for approval.</p> <p>Members who self-register in this way are added directly to the WebCenter Portal identity store and assigned the <code>Authenticated-User</code> role. By default, users with this role have access to the Home Portal, pages that they create, and public pages. They are also allowed to view public portals, join any portal that allows self-subscription, and create portals of their own.</p> <p>More</p>







Element	Description
Allow Public Users to Self-Register	<p>Select Allow Public Users to Self-Register to allow uninvited users (public users) to register with WebCenter Portal and subscribe to individual portals.</p> <p>When you select this option, public users will either see a Register button in the Login portlet or a Register link in the top right corner of WebCenter Portal. Through this button or link, new users can register themselves with WebCenter Portal.</p> <p>Users who self-register are added directly to the identity store configured for WebCenter Portal and are assigned the <code>Authenticated-User</code> role. By default, users with this role have access to the Home Portal, pages that they create, and public pages. They are also allowed to view public portals and join any portal that allows self-subscription. Administrators can edit the default <code>Authenticated-User</code> permissions to suit their exact requirements.</p> <p>More</p> <p>More</p>

Related Topics

"Configuring Global Defaults Across Portals" in *Administering Oracle WebCenter Portal*

Administration: Personal Pages

Use the Personal Pages page to administer the personal pages users have created in the Home Portal. As the system administrator, you can view all personal pages and perform various actions on them. More

Element	Description
Filter	<p>Enter a full or partial search string in the Filter field, then click  to refresh the list with all personal pages for which a match is found in Name or Created By.</p> <p>To clear the current search string and display all portal pages, click .</p>
 Show or hide advanced filter options	<p>Click to display a filter panel above the page list.</p> <p>Enter a full or partial search string above the Name and/or Created By columns, then press Enter to refresh the list with all personal pages for which a match is found in Name and Created By.</p> <p>To clear the current search string and display all portal pages, clear the filter panel fields and press <code>Enter</code>.</p>
 Refresh	<p>Click to refresh the list of personal pages. Make sure that any prior search is cleared (click ) , and no filter is specified in the filter panel.</p>
Name	Lists the names of personal pages. Click a name to open the page.
Created By	Identifies the login name of the user who created the page.
Last Modified	Specifies the date and time when the page was last modified.
Actions	Select a page and click  to select any of the following actions:
Edit Page	Open the page in the page editor. More

Element	Description
Delete Personalization	Remove all user customizations from the selected page. This includes expanding task flows that are collapsed in a user's view, returning a rearranged task flow to its original position, undoing a resized task flow, and so on. More
Copy Page	Open the Copy Page dialog, where you can enter a name for a copy of the page and select whether you want the copy of the page to be a Business Role Page or a Personal Page. After creating the copy, the page opens in edit mode. More
Rename Page	Open the Rename Page dialog, where you can enter a new name for the page.
Set Page Access	Open the Set Page Access dialog where you can customize page security by setting permissions for users and user roles. More
Edit Source	Open the Edit Source dialog where you can edit the page in the source HTML. More
Delete Page	Open the Delete Page dialog to confirm deletion of the page. More
Make Public	Toggle between the following two options:
Remove Public Access	<ul style="list-style-type: none"> • Make Public (default) grants public read-only access to the page. This selection is active only if the <code>Public-User</code> role has been granted permission to access the page. • Remove Public Access restricts the page access to WebCenter Portal users only. This selection is active only if the <code>Public-User</code> role can access the page.
Send Mail	Send mail containing a link to the page.
About This Page	Open the Page Information dialog, which shows Name, Created By, Date Created, Last Modified, and Direct URL to the page.

Administration: Portal Deployments



Use the Portal Deployments page to view deployment history of portals. This page contains the following tabs:

- Recent Deployments
- Deployment History

Recent Deployments




The Recent Deployments tab displays the status of all deployments performed in the last one day.

Element	Description
Portal deployments in the last one day	Lists the deployments performed in the last one day and their status. For example, if <code>MyPortal</code> was deployed, propagated, and then redeployed in the last one day, the Recent Deployments tab displays details of all the three actions for <code>MyPortal</code> in separate rows.

Element	Description
Filter	<p>Enter a full or partial search string in the Filter field, then click  to refresh the list to display all portals for which a match is found.</p> <p>To clear the current search string and display all portals deployed in the last one day, click </p>
Details	<p>Displays deployment details of the selected portal. It specifies the deployment status - whether the deployment succeeded or failed, and the deployment type - whether the portal was deployed, redeployed or propagated. It also lists the portal server connection name and the date and time of deployment. In the case of failed deployments, the error details are provided.</p>

Deployment History



The Deployment History tab lists the portals deployed till date, and detailed information about each successful and failed deployment attempt.

Element	Description
Filter	<p>Enter a full or partial search string in the Filter field, then click  to refresh the list to display all portals for which a match is found.</p> <p>To clear the current search string and display all deployed portals, click </p>
Deployment message link	<p>Next to each deployed portal, the number of its successful and failed deployment attempts are listed. For example, if MyPortal was deployed successfully once, and its subsequent propagation and redeployment failed, the details will show up as 1 successful and 2 failed deployment(s). When you click this link for a portal, the following details are displayed:</p> <ul style="list-style-type: none"> • Target Server: Displays name of the portal server connection used to deploy the portal. • Status: Displays whether the deployment operation failed or was successful. • Operation Type: Specifies whether the portal was deployed for the first time, propagated, or redeployed. • Deployed Time: Displays the time stamp of portal deployment. • Detail Link: Click to display detailed information about the selected deployment operation. <p>Click the  Deployment for Portal icon to go back to the main view of the Deployment History tab.</p>

Administration: Security: Roles

Use the Roles page to manage application roles and permissions for WebCenter Portal. Application roles determine what users can see and do in the Home Portal and controls access to WebCenter Portal administration pages.

You can edit the permissions assigned to application roles, create new application roles, and delete roles no longer required. [More](#)

Element	Description
Roles	<p>Available roles appear in the Roles drop-down. The permissions list shows which actions users with that role can perform.</p> <p>The following built-in roles are available by default in WebCenter Portal:</p> <ul style="list-style-type: none"> • Administrator. Users with the <code>Portal Server: Manage All</code> permission who have access to all WebCenter Portal Administration pages. • Application Specialist. Users with the <code>Portals: Manage Security and Configuration</code> permissions have access to portal administration. They can create portals; manage portal templates; create, edit, and delete pages, page styles, page templates, Content Presenter templates, data controls, navigations, resource catalogs, skins, task flow styles, and task flows; update People Connections data, and connect with people • Portal Creator. Users with the <code>Portal Creator</code> role are assigned the <code>Portals: Create Portals</code> permission by default. Users in this role do not have the ability to manage or create portal templates. Upon creating a portal, the <code>Portal Creator</code> role inherits the permissions inherent in the portal-level <code>Portal Manager</code> role. • Authenticated-User. Users who can log in to WebCenter Portal are granted the <code>Authenticated-User</code> role. This role inherits permissions from the <code>Public-User</code> role. • Public-User. Anyone with access to WebCenter Portal who is not logged in, is granted the <code>Public-User</code> role. Such users are anonymous, unidentified, and can only see public content. <p>More</p> <p>To delete a role, click  next to the role's name. More</p> <p>You cannot delete default roles of <code>Administrator</code>, <code>Public-User</code>, and <code>Authenticated User</code>.</p> <p>In the Permissions table, select permissions for the indicated role(s). For example:</p> <ul style="list-style-type: none"> • Select the Portal Server: View check box to allow a role to view the personal content of other users in the Home portal. <p>If you enable this option for public users (not typical), ensure that your WebCenter Portal users understand that any personal page or personal content they choose to make public will become accessible to anyone with Web access.</p> <p>Note: When public access is enabled in this way, a welcome page is shown to public users before they log in. Administrators can customize the default welcome page, if required.</p>
 Create Role	<p>Click to open the Create Role dialog to define a new application role for WebCenter Portal. More</p> <p>Application roles are specific to WebCenter Portal. Application roles do not reside in the identity store (like enterprise roles).</p>
Permissions	<p>Select or deselect permission check boxes to enable or disable permissions for a role. More</p> <p>Click Apply to save your changes.</p> <p>Take care to assign appropriate access rights when assigning permissions for new roles. Do not allow users to perform more actions than are necessary for the role, but at the same time, try not to inadvertently restrict them from activities they need to perform. No permission inherits privileges from other permissions. More</p>

Element	Description
Save	Click to save permission updates. Note: The Apply button is not required for create role or delete role operations.

Administration: Security: Users and Groups

Use the Users and Groups page to manage application roles for all the users who have access to WebCenter Portal, that is, all users defined in the identity store. From here, you can change application role assignments, grant administrative privileges, and revoke user permissions.

Only users granted special (non-default) application privileges will appear in this table. Initially, all users in the identity store are assigned minimal privileges through the **Authenticated-User** role. Users with the default **Authenticated-User** role are not listed here.

To grant alternative roles or permissions for one or more users in your identity store, complete the fields in the [Grant Access to WebCenter Portal](#) section. [More](#)

Note:

Users and groups can be assigned more than one role. When assigned more than one role, the highest privileges apply.



This topic describes the following tasks:

- [Grant Access to WebCenter Portal](#)
- [Manage Existing Grants](#)

Grant Access to WebCenter Portal

The Grant Access to WebCenter Portal section of the Users and Groups page includes the following fields.


Element	Description
Select User / Group	Choose User to grant access to one or more users. To grant access to user groups, choose Group . More

Element	Description
User / Group Name Box	<p>Do one of the following:</p> <p>If you know the name(s) of the user (or user group):</p> <ol style="list-style-type: none"> 1. Type the name, using a comma to separate multiple names. 2. Select a suitable application role from the Role drop down list. 3. Click Grant Access. <p>If you are not sure of the name, you can search your identity store:</p> <ol style="list-style-type: none"> 1. Click the Find icon (. 2. In the Find User or Find Group dialog, type a search pattern containing at least one character of the name you are looking for. The search is not case-sensitive. 3. Click the search icon () to find all the user names (or group names) matching your search criteria. 4. Select one or more names from the list. To multi-select, Ctrl-Click all the names required. 5. Click OK. All the names you selected appear on the Users page. 6. Select a suitable application role for all these users (or groups) from the Role drop down list. 7. Click Grant Access.
Role	<p>Choose a suitable application role from the list.</p> <p>The Administrator role and all custom roles are listed here. More</p>
Grant Access	<p>Click to grant a new application role to one or more named users (or groups).</p> <p>All new role assignments display in the table.</p>

Manage Existing Grants

The Manage Existing Grants section of the Users and Groups page includes the following columns.

Element	Description
User Name	<p>Displays the name of any user who has been granted special application privileges.</p> <p>(Users with the default Authenticated-User role are not listed here.)</p>
Type	Identifies whether the name is for a user or a group.
Role	Displays current role assignments.

Element	Description
Actions	<p>Click  to select any of the following actions:</p> <ul style="list-style-type: none"> • Change Role to open the Change Role to change a user or group's current roles. More • Delete Role Assignments to revoke the user or group's current role assignments. When you revoke role assignments the user or group is removed from the table. The user or group remains in the identity store and still has access to WebCenter Portal through the Authenticated-User role. More • Send Mail to send a mail to the user or group.

Administration: System Pages

Use the System Pages page to revise and restore out-of-the-box system pages, at the application level.


At the application level, the settings on this page are available to the system administrator with `Application: Manage All` and `Pages: Create, Edit, and Delete Pages`.

System pages include pages dedicated to a particular service or tool, such as Announcements, Documents, Discussions, Events, and Lists; utility pages, such as Self Registration, Subscribe, and Unauthorized; and pages associated with built-in social networking activity, such as Activity Stream, My Profile, and User Profile. [More](#)

Element	Description
Name	Names of system pages. Click a name to open the page. A short description under the name describes the intended purpose of the page.
Variants	Lists the page variants for the system page, if variants for device groups are created.
Last Modified	Date and time the page was last modified.
Actions	<p>Select a page and click to select any of the following actions:</p> <ul style="list-style-type: none"> • Click Create Page Variant to create an alternate view of a page for specific mobile device groups. More • Click Customize to open the page in the page editor. More • Click Restore Default to remove all page customizations and return the page to its original state, that is, as it was when the page was first created. More

Administration: Tools and Services

Use the Tools and Services page to set options for search, mail, and people connections features (when configured). This page also enables you to register, edit, and deregister external applications and portlet producers, and also create and edit connections to target servers for deploying and propagating portals.

Element	Description
Discussions	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  Note: Oracle WebCenter Portal has deprecated the support for Jive features (announcements and discussions). If you have upgraded from a prior release to Release 12c (12.2.1.4.0), Jive features remain available in your upgraded instance but Oracle support is not provided for these features. In the next release, Jive features will not be available even in the upgraded instances </div> <p>Select to set options for discussions and announcements.</p> <p>On the Discussion Forum Settings page, you can choose the root category under which WebCenter Portal discussion forums are stored, specify whether to create a default forum for each new portal, and specify which mail server (if any) is used to receive and store portal mail.</p>
Search	<p>On the Search Settings page, set search options, see Search Settings – Elasticsearch.</p>
External Applications	<p>Select to register, edit, and deregister external applications.</p> <p>On the External Application page, you can register, edit and deregister external applications.</p> <p>To register a new application or edit an existing application, see Register/Edit External Application.</p>
Mail	<p>Select to set options for mail.</p> <p>On the Mail Settings page, select to use either a local mail client or WebCenter Portal's Mail service for the Send Mail feature.</p>
People Connections	<p>Select to set options for people connections.</p> <p>On the People Connections Settings page, you can set application-wide preferences for people connections features (activity streaming, connections, profile, message board, and feedback). Additionally, it provides a means of enabling or disabling users from changing their application password.</p>
Portlet Producers	<p>Select to register, edit, and deregister portlet producers.</p> <p>On the Portlet Producer page, you can register additional producers and edit or deregister existing producers.</p>
Portal Server Connections	<p>Select to create and manage portal server connections.</p> <p>On the Portal Server Connection page, you can create, edit and delete portal server connections used for deploying portals.</p>

Related Topics

"Managing Tools and Services" in *Administering Oracle WebCenter Portal*.

Discussion Forum Settings

 **Note:**

Oracle WebCenter Portal has deprecated the support for Jive features (announcements and discussions). If you have upgraded from a prior release to Release 12c (12.2.1.4.0), Jive features remain available in your upgraded instance but Oracle support is not provided for these features. In the next release, Jive features will not be available even in the upgraded instances

This page enables you to set options for discussions and announcements. It includes the following sections:

- [General](#)
- [Root Category](#)
- [Portal Template Data Copy Options](#)


General

The General section provides a link to the discussions server.

Element	Description
Discussion Server	Displays the URL for the discussions server that is being used. Click Administer Forums to launch the Jive Forums Administration Console, the Web-based tool for configuring and managing discussion forums. Enter a valid user name and password credentials, then click Login . More

Root Category

The Root Category section includes information about the root category under which discussion forums are stored.

Element	Description
Category ID	Indicates the ID of the root category under which all discussion forums and announcements are stored. Click  to change the root category. Oracle recommendations: <ul style="list-style-type: none"> • Select a category that is dedicated to this application. There may be conflicts when multiple applications share the same root category. • Do not change the root category after the application is up and running. If you change the root category, then although discussion forums under the former root continue to work, you cannot use links to create links to discussions or announcements stored in the former root category. More
Category Name	Displays the name of the root category under which all discussion forums are stored.

Portal Template Data Copy Options

The Portal Template Data Copy Options provides option for copying topics and replies to the template.

Element	Description
Topics	Specify the number of most recent topics and replies to copy to the template. More
Replies	

Search Settings – Elasticsearch

This page enables you to view or modify search settings when your system is configured for Elasticsearch.

When this page is accessed through WebCenter Portal administration, changes affect the search behavior of all portals, including the Home portal. When accessed through a portal administration, changes affect only that portal.

This page includes two tabs:

- [Search](#)
- [Scheduler](#)

Search

Element	Description
Result Types and Filtering	<p>Choose which types of results to display in search results and what to include in the filtering dropdown. Filtering allows you to narrow the search results using a filter list in the search results or in the global search box.</p> <p>Clear the Enable filtering dropdown check box to remove the filtering dropdown from the global search box.</p> <p>You can select which result types to include in the dropdown, as well as in the filter list to the left of search results and the order in which they display, by moving them back and forth between the Available Result Types and Included lists.</p> <p>For example, suppose you select to include people, documents. The filtering dropdown and the filter list to the left of search results show only People, Documents listed in that order. Additionally, you do not see search results from other result types not selected. The <i>Everything</i> filter listed shows every result from people, documents and Pages.</p>

Note:

Only metadata of portals and pages is searched (not portal content or page content), and by default, these result types are excluded for a portal. To include the metadata of portals and pages in search results, add Portals and Pages to the Included list.

Element	Description
Search Scope	Choose whether to show results from this portal only or from all portals, including the Home portal.
Facets	Choose which facets to display with search results. Facets let users navigate indexed data without running a new search. Faceted navigation within search lets users clarify exactly what they are looking for, or even discover something new.
Custom Attributes	When this administration page is opened, WebCenter Portal makes a call to fetch available custom (as opposed to standard) attributes. Select which custom attributes should appear in search results and the order in which they appear.

Scheduler

The Scheduler page enables you to view the crawl sources, schedule a crawl, and change the crawl interval.

Action	Result
Edit	<p>Click to open the Edit Portal Crawl Source page, where you can change the portal crawl source details.</p> <ul style="list-style-type: none"> • Name: Crawl source name. Cannot be modified. • Authentication Type: Type of authentication used for crawl. Cannot be modified. • Maximum number of connection attempts: Set to the desired number of connection attempts to access the configuration URL and specify the URL of the configuration file. • Configuration URL: Specify the URL of the configuration file. • Username: Enter the user name of the crawl administrator. • Password : Enter the password of the crawl administrator.

Action	Result
Schedule	<p>Click to change the interval between the two crawls. By default, the crawler frequency is set to manual, but you can set a different frequency (for example, hourly or daily).</p> <ul style="list-style-type: none"> Name: Crawl source name. Cannot be modified. Crawler Policy: Policy used for crawling. Cannot be modified. Crawler Frequency: Change the interval between the two crawls. By default, the crawler frequency is set to manual, but you can set a different frequency. <ul style="list-style-type: none"> If you select Minutes, specify the Time Between Launches in minutes. If you select Hourly, specify the Time Between Launches in hours. If you select Daily, specify the Time Between Launches in days and specify the schedule launching time. If you select Weekly, specify the Time Between Launches in weeks and specify the schedule launching time. Crawl All Items: If you want to schedule the crawl instantly click Start Crawl now. The process crawls all the items irrespective of whether they are changed or not and is time consuming. We recommend you to use this option only during non-peak period.
Start	Click to start the scheduled crawl.
Enable or Disable	Click to enable or disable the crawl. Note: You cannot disable a crawl when it is in progress.

External Application

The External Application page enables you to manage external applications for WebCenter Portal. More

Element	Description
Register	Enables you to register external applications. When you click Register , additional fields appear. See Register/Edit External Application .
Edit	Enables you to modify existing external application connections.
Deregister	Allows you to delete external application connections.

Mail Settings

This page enables you to select the mail client for the Send Mail feature in WebCenter Portal. It includes the following sections:

- [Default Mail Client for Send Mail](#)
- [Override](#)

Default Mail Client for Send Mail

The Send Mail feature allows users to notify others about a particular WebCenter Portal feature. For example, a user viewing an announcement in can click the **Send Mail** icon to email that announcement. After clicking the icon, a standard, prepopulated mail window appears containing information including the announcement text, author, date created, and location. The mail is addressed to the members of the portal. If the portal is configured with a distribution list, then it is addressed to the distribution list. Users can edit and add to the mail, as necessary.

The Send Mail feature works with WebCenter Portal's Mail service, even if the local mail client is not configured in your application. The local mail client is the default.

Element	Description
Local Mail Client	The local mail (mailto) client opens a new mail message window in your mail application.
WebCenter Portal's Mail Service	WebCenter Portal's Mail service opens the Mail Compose window. Users can view the prepopulated attachment, add other attachments, and add text to the compose window.

 **Note:**

With the Internet Explorer browser, Send Mail notifications are garbled for many non-English languages. When multibyte characters are encoded (required for the "mailto:" protocol), the URL length exceeds the Internet Explorer limit. As a workaround, configure the Send Mail feature to use WebCenter Portal's Mail Service instead of the local mail client.

Override

Select the check box to enable users to override the default mail client setting.

Related Topics

"Managing Mail" in *Administering Oracle WebCenter Portal*.

"Adding Mail to a Portal" in *Building Portals with Oracle WebCenter Portal*.

People Connections Settings

This page is for setting application-wide defaults for People Connections features. In some cases, you can enforce the values you specify here or enable users to override these values with their own settings on the [People Connections Preferences](#). The People Connections page is also for enabling or disabling users from changing their application password (for more information, see [Profile](#)).

Setting default values on this page affects all users' views of People Connections features. There are a few other levels at which these values can be set that follow an order of precedence:

- Administrative settings on this page affect all users' views of People Connections features.

- Preferences settings on the [People Connections Preferences](#) affect the view of the user who set them, and they override administrative settings.
- Settings on a particular task flow affect just that task flow instance, and they override Preference settings:
 - Values set in page edit mode (application customization) affect all users' views of that task flow instance.
 - Values set in page view mode (user customization) affect only that user's view of that task flow instance, and they override task flow customizations.

More

The People Connections page provides access to settings for the following features:

- [Activity Stream](#)
- [Connections](#)
- [Profile](#)
- [Message Board](#)
- [Feedback](#)

Activity Stream

The **Activity Stream** tab is for specifying the users from whom activities are streamed, whether to stream activity from portals other than the Home Portal, which services are tracked, whether to stream personal activities in a user's view, and whether to provide an opportunity to users to like and comment on streamed activities. More

Element	Description
People	Options for specifying whose activities to stream, shown in the user's view of the Activity Stream: <ul style="list-style-type: none"> • Only Me—Show only the user's activities • Me and My Connections—Show the activities of the user and the user's connections • No Personal—Omit all activities streamed from the Home Portal
Portals	Options for controlling whether to stream activities from portals other than the Home Portal: <ul style="list-style-type: none"> • All Portals—Stream activities from all portals to which the user has access • My Portals—Stream activities from the portals of which the user is a manager • No Portals—Omit streaming activity from all portals (except the Home Portal)

Element	Description
Tools and Service Categories	<p>Options for selecting the default services from which to stream activities: Services available for selection may include:</p> <ul style="list-style-type: none"> • Blogs • Business Object • Data Visualization • Documents • Events • Feedback • Layout • Lists • Message Board • Pages • Portal Management • Profiles • REST Data Source • SQL Data Source • Tagging • Visualization Template <p>Each selection has an associated Allow Owner Override control, which you, as the administrator, can use to allow users to override the application-level settings you establish here through their own preferences on the People Connections Preferences.</p> <p>The activities of unselected services are still tracked, but they do not appear in the Activity Stream. If you select to show the service activities at some later point, all of the activities that occurred when the service was not selected appear in the Activity Stream.</p>
Privacy	<p>Options for setting default user access to other users' Activity Stream information:</p> <p>Allow All My Activities To Be Viewed By—Specify who can view another user's activities:</p> <ul style="list-style-type: none"> • Everyone—Any user, whether logged in or not, can view other users' activities. • Authenticated Users—Users who have logged in can view other users' activities. • My Connections—User A can view user B's activities if user B has accepted user A as a connection. User B can also view user A's activities. • Myself—A user can view only his or her own activities. <p>Allow Owner Override—Allow users to override the application default settings for Activity Stream Privacy using their own preferences on the People Connections Preferences.</p>
Comments and Likes	<p>Options for enabling users to like or unlike a streamed item and to comment on it:</p> <ul style="list-style-type: none"> • Enable comments on objects in the Activity Stream—Select to enable users to add comments to streamed items. • Enable others to like objects in the Activity Stream—Select to enable users to like and unlike a streamed item. <p>Users can like and comment on streamed items that include objects. For example, users can like or comment on "Jack has updated doc.xml." Users cannot like or comment on streamed items that do not include objects. For example, users cannot like or comment on "Jack and Jill are now connected."</p>

Connections

The **Connections** tab is for specifying who can view another user's connection information and whether users accept connection invitations automatically. More

Element	Description
Grant View Access to	<p>Specify who can view user connections:</p> <p>Access</p> <p>Select the default class of users to whom to grant automatic view access to a user's connections:</p> <ul style="list-style-type: none"> • Everyone—All users, including users who are not logged in, can see other users' connections. • Authenticated Users—Only users who are logged in can see other users' connections. • User's Connections—Only the user and his or her connections can see the user's connections. • User Only—Only a user can see his or her own connections. <p>Allow Owner Override</p> <ul style="list-style-type: none"> • Select to allow users to override this setting through their personal Preferences. • Deselect to prohibit users from overriding this setting.
Accept Invitations Automatically	<ul style="list-style-type: none"> • Select to specify that, by default, all invitations to connect are accepted automatically. • Deselect to specify that, by default, a user must explicitly accept or reject invitations to connect.

Profile

The **Profile** tab is for specifying personal profile defaults for all users. This includes specifying who can view another user's profile. WebCenter Portal's identity store provides most personal profile data; however, the WebCenter Portal schema stores the profile photo, status message, and expertise. More

Element	Description
Allow Password Change	<ul style="list-style-type: none"> • Select to allow users to change their application passwords. • Deselect to prevent users from changing their application passwords. <p>Deselection is useful when your organization provides a single, separate application for managing user credentials (like SSO) and, consequently, prefers not to offer password management through a given application.</p>

Element	Description
Profile Access	<p>Set application defaults for Profiles in the following table columns:</p> <p>Profile Section—Lists the information sections of a user profile.</p> <p>View Settings—Provides a means of specifying which users by default can view a particular profile section, and indicating whether users can change these defaults in their preferences on the People Connections Preferences. Set values for:</p> <ul style="list-style-type: none"> • Who can view this section—Specify which class of users can view the associated profile section by default: <ul style="list-style-type: none"> Everyone—All users, including users who are not logged in, can see the associated profile section in other users' profiles. Authenticated Users—Only users who are logged in can see the associated profile section in other users' profiles. User's Connections—Only users who are connected to a user can see the associated profile section in the user's profile. This option is available for all sections except Summary. User Only—Only a user can see personal details in the associated profile section. None—No users can view the associated section. • Allow Owner Override—Allow or prohibit users from overriding the default application settings you specify here. Select to allow; deselect to prohibit. <p>Can Edit—Select to allow users to edit the associated profile section of their own personal profiles; deselect to prevent users from editing the associated profile section.</p>
Profile Attributes	<p>Indicate the section attributes that users are allowed to edit by default</p> <ul style="list-style-type: none"> • Select an attribute to allow users to edit that value in their own profiles. • Deselect an attribute to prevent users from editing it in their own profiles.

Message Board

The Message Board tab is for specifying who can view and post to another user's Message Board and whether users can edit and delete messages they have posted. More

Element	Description
Grant View Access to	<p>Access</p> <p>Select who can view a user's Message Board:</p> <ul style="list-style-type: none"> • Everyone—All users, including users who are not logged in, can see other users' Message Board messages. • Authenticated Users—Only users who are logged in can see other users' Message Board messages. • User's Connections—Only the user and the users to whom he or she is connected can see the user's Message Board. • User Only—Only Message Board owners can see messages posted to their Message Boards. <p>Allow Owner Override</p> <ul style="list-style-type: none"> • Select to allow users to edit the default setting through their preferences on the People Connections Preferences. • Deselect to enforce the default you set here.

Element	Description
Grant Post Access to	<p>Access</p> <p>Select who can post messages to a user's Message Board:</p> <ul style="list-style-type: none"> • Everyone—All users, whether logged in or not, can post messages to Message Boards. • Authenticated Users—Only users who are logged in can post messages to Message Boards. • User's Connections—Only the user and the users to whom he or she is connected can post messages to the user's Message Board. • User Only—Message Board owners can post messages only to themselves. <p>Allow Owner Override</p> <ul style="list-style-type: none"> • Select to allow users to edit the default setting through their preferences on the People Connections Preferences. • Deselect to enforce the default you set here.
Additional Access Settings	<p>Allow or prevent users from acting on messages they post to other users' Message Boards and the messages they receive from others:</p> <p>Enable users to act on messages they post on other Message Boards</p> <p>Select who can post messages to a user's Message Board:</p> <ul style="list-style-type: none"> • Edit message—Select to allow users to edit their own Message Board posts. • Delete message—Select to allow users to delete their own Message Board posts. <p>Enable users to act on messages they received from others</p> <ul style="list-style-type: none"> • Delete message—Select to allow users to delete messages they have received from others in their Message Boards. • Change the visibility of the message—Select to enable users to hide or show messages they have received from others in their Message Boards.
Comments and Likes	<ul style="list-style-type: none"> • Enable commenting on messages from Message Board—Select to allow users to add comments to messages. • Enable liking of messages from Message Board—Select to allow users to like and unlike messages.

Feedback







Feedback configuration settings are for identifying who can view, post, and delete feedback. More

Element	Description
Grant View Access to	<p>Specify who can view user feedback:</p> <p>Access</p> <p>Select the default class of users to whom to grant automatic view access to a user's feedback:</p> <ul style="list-style-type: none"> • Everyone—All users, whether logged in or not, can see a user's feedback. • Authenticated Users—Only users who are logged in can see a user's feedback. • User's Connections—Only the user and his or her connections can see the user's feedback. • User Only—Disables other users from viewing a user's feedback. <p>Allow Owner Override</p> <ul style="list-style-type: none"> • Select to allow users to edit this default setting through their preferences on the People Connections Preferences. • Deselect to prevent users from altering the default you set here.
Grant Post Access to	<p>Specify who can post user feedback:</p> <p>Access</p> <ul style="list-style-type: none"> • Everyone—All users, whether logged in or not, can post user feedback. • Authenticated Users—Only users who are logged in can post feedback for a given user. • User's Connections—Only the user and his or her connections can post feedback for the user. • User Only—Users can post Feedback only for themselves. Effectively disables feedback. <p>Allow Owner Override</p> <ul style="list-style-type: none"> • Select to allow users to edit this default setting through their preferences on the People Connections Preferences. • Deselect to prevent users from altering the default you set here.
Grant View Feedback Given Access to	<p>Specify who can see the View menu to switch between Feedback Given and Feedback Received in a Feedback task flow:</p> <ul style="list-style-type: none"> • Everyone—All users, whether logged in or not, can see the options on the View menu. • Authenticated Users—Only logged in users can see the options on the View menu. • User's Connections—Only the user and his or her connections can see the View menu. • User Only—Disables the View menu for all but the current user. When users visit the current user's Feedback task flow, they can view only the feedback the current user has received. <p>Allow Owner Override</p> <ul style="list-style-type: none"> • Select to enable users to edit this default setting through their preferences on the People Connections Preferences. • Deselect to prevent users from altering the default you set here.

Element	Description
Additional Access Settings	<p>Specify whether users who are allowed to post feedback are also allowed to delete their posts:</p> <p>Enable users to act on the feedback given to others</p> <ul style="list-style-type: none"> • Delete feedback—Select to allow users to delete the feedback they post. Deselect to prevent users from deleting the feedback they post. <p>Enable owner of the feedback to act on feedback posted by others</p> <ul style="list-style-type: none"> • Change the visibility of the feedback—Select to allow users to hide or show feedback they have received from others

Portlet Producer

The Portlet Producer page lists the portlet producers currently registered with Oracle WebCenter Portal. It also enables you to register additional producers and edit or deregister existing producers.

Element	Description
 Register	<p>Click to register:</p> <ul style="list-style-type: none"> • a WSRP portlet producer More • an Oracle PDK-Java portlet producer More
 Edit	<p>Click to modify the connection details of an existing:</p> <ul style="list-style-type: none"> • WSRP portlet producer More • Oracle PDK-Java portlet producer More
 Deregister	<p>Click to remove the connection to an existing:</p> <ul style="list-style-type: none"> • WSRP portlet producer More • Oracle PDK-Java portlet producer More
 Refresh	<p>Click to refresh the list of registered portlet producers.</p> <p>Portlet producers can be registered using Fusion Middleware Control or WLST. Clicking Refresh updates the list on this page with any producers that have been recently registered using these tools.</p>
	<p>Indicates that the portlet producer is accessible. Click to confirm the current status.</p>
	<p>Indicates that the portlet producer is not accessible. Click to confirm the current status.</p>

Register or Edit Portlet Producer

The Register Portlet Producer page is for registering new portlet producers. The Edit Portlet Producer page is for editing the properties of existing portlet producers.

Element	Description
Producer Name	Enter a unique name to identify this portlet producer registration within WebCenter Portal. The name must be unique across all WebCenter Portal connection types.
Producer Type	<p>Select:</p> <ul style="list-style-type: none"> • WSRP Producer • Oracle PDK-Java Producer

Element	Description
WSDL URL	<p>(WSRP producers only) Enter the registration URL for the WSRP producer using the syntax:</p> <pre>http://host:port/contextRoot/portlets/[wsrp2 wspr1]?WSDL</pre> <p>For example:</p> <pre>http://domain.example.com:7778/MyPortletApp/portlets/wsrp2?WSDL</pre> <p>Tip: You can obtain the registration URL by accessing the producer test page at:</p> <pre>http://host:port/contextRoot/info</pre>
URL Endpoint	<p>(Oracle PDK-Java producers only) Enter the Oracle PDK-Java producer's URL using the syntax:</p> <pre>http://host:port/contextRoot/providers</pre> <p>For example:</p> <pre>http://domain.example.com:7778/myEnterprisePortlets/providers</pre>
Service ID	<p>(Oracle PDK-Java producers only) Enter the unique identifier of this producer.</p> <p>PDK-Java enables you to deploy multiple producers under a single adapter servlet. Producers are identified by their unique service ID. A service ID is required only if the service ID is not appended to the URL endpoint. For example, the following URL endpoint requires sample as the service ID:</p> <pre>http://domain.example.com:7778/xyz/providers</pre> <p>However the following URL endpoint, does not require a service ID:</p> <pre>http://domain.example.com:7778/xyz/providers/sample</pre> <p>The service ID is used to look up a file called <i>service_id.properties</i>, which defines the characteristics of the producer, such as whether to display its test page. Use any value to create the service ID. When no service ID is specified, <i>_default.properties</i> is used.</p>
Use Proxy?	<p>(Portlet producers only) Select if WebCenter Portal must use an HTTP proxy when contacting this producer. If selected, enter values for Proxy Host and Proxy Port.</p>
Proxy Host	<p>(Portlet producers only) Enter the host name or IP address of the proxy server.</p> <p>Tip: Do not prefix <code>http://</code> to the proxy server name.</p>
Proxy Port	<p>(Portlet producers only) Enter the port number on which the proxy server listens. The default port is 80.</p>
Associated External Application	<p>(Portlet producers only) If one of this producer's portlets requires authentication, use the Associated External Application dropdown list to identify the correct external application.</p>

Element	Description
Establish Session?	<p>(Oracle PDK-Java producers only) Select to enable a user session when executing portlets from this producer. When sessions are enabled, they are maintained on the producer server. This allows the portlet code to maintain information in the session.</p> <p>Message authentication uses sessions, so if you specify a shared key, you must also select this option. For sessionless communication between the producer and the server, do not select this option.</p>
Default Execution Timeout (Seconds)	<p>(Portlet producers only) Enter a suitable timeout for communications with the producer, in seconds. For example, the maximum time the producer may take to register, deregister, or display portlets on WebCenter Portal pages. The default is 30 seconds.</p> <p>Individual portlets may define their own timeout period, which takes precedence over the value expressed here.</p>
Subscriber ID	<p>(Oracle PDK-Java producers only) Enter a string to identify the consumer of the producer being registered.</p> <p>When a producer is registered, a call is made to the producer. During the call, WebCenter Portal passes the value for Subscriber ID to the producer. If the producer does not see the expected value for Subscriber ID, it might reject the registration call.</p>
Shared Key	<p>(Oracle PDK-Java producers only) Enter a shared key to use for producers that are set up to handle encryption.</p> <p>The shared key is used by the encryption algorithm to generate a message signature for message authentication. Note that producer registration fails if the producer is set up with a shared key and you enter an incorrect shared key here. The shared key can contain between 10 and 20 alphanumeric characters. More</p> <p>Message authentication uses sessions, so if you specify a shared key, you must also select the Establish Session? option. For sessionless communication between the producer and the server, do not select this option.</p> <p>Tip: The Shared Key is also known as the HMAC key.</p>
Token Profile	<p>(WSRP producers only) Select the type of token profile to use for authentication with this WSRP producer. More</p> <p>Select from:</p> <ul style="list-style-type: none"> • None • WSS 1.0 SAML Token • WSS 1.0 SAML Token with Message Integrity • WSS 1.0 SAML Token with Message Protection • WSS 1.0 Username Token with Password • WSS 1.0 Username Token without Password • WSS 1.1 SAML Token with Message Protection
Recipient Alias	<p>(WSRP producers only) Specify the keystore alias that is associated with the producer's certificate. This certificate is used to encrypt the message to the producer.</p>

Element	Description
Default User	<p>(WSRP producers only) Enter a user name to assert to the remote producer when the user is not authenticated with the WebCenter Portal application.</p> <p>When unauthenticated, the identity anonymous is associated with the application user. The value anonymous may be inappropriate for the remote producer, so it may be necessary to specify an alternative identity here. Keep in mind though, that in this case, WebCenter Portal has not authenticated the user so the default user you specify should be a low privileged user in the remote producer. If the user has authenticated to the application, the user's identity is asserted rather than the default user.</p> <p>The remote WSRP producer must be set up to accept this information. You must also add a grant to the policy store.</p>

Create Page

Use the Create Page wizard to create a new business role page.

Element	Description
Page Name	Enter a suitable name for the page. The title that you enter here displays at the top of the business role page and anywhere the page is available for selection.
Page Style	Choose an available page style for the new business role page. The built-in page styles provided with WebCenter Portal are described here.
Create	Click to create the new business role page, using the selected page style.

Create Role

Use the Create Role dialog to define new application roles for WebCenter Portal.

Application roles determine what users can see and do in the Home Portal and control access to WebCenter Portal administration pages. [More](#)

Element	Description
Role Name	<p>Enter a suitable name for the role. Role names can contain alphanumeric characters, blank spaces, and underscores.</p> <p>Ensure that the role names are self-descriptive. Make it as obvious as possible which users should belong to which roles.</p>
Role Template	<p>Choose a permission template for the new role. The new role inherits permissions from the template role which you can modify later.</p> <p>All existing roles are offered as templates.</p> <p>Choose Administrator to create a role that inherits full administrative privileges. Conversely, choose Public-User to create a role starting with minimal, read-only privileges. Alternatively, choose a custom application role to be your template.</p>


Change Role



Use the Change Role dialog to change user role assignments, grant administrative privileges, and revoke user permissions. [More](#)

Element	Description
Administrator	Select Administrator to assign full, administrative privileges for WebCenter Portal. More
<i>list of custom application role names</i>	Select one or more custom application roles from the list available. A single user (or group) can have multiple application roles. More If the role you want is not listed, create a new role that meets your requirements through the Administration: Security: Roles . More

Portal Server Connection

Use the Portal Server Connection page to create and manage connections to the target portal server where you want to deploy your portals.

Element	Description
 Create	<p>Click to create a portal server connection.</p> <p>In the Create Portal Server Connection page, specify the following required details:</p> <ul style="list-style-type: none"> • Name: Specify the name of the connection. Note that only alphanumeric characters can be used. • URL: Specify the URL of the target portal server in the following format: <code>http://targetserverhost:port</code> Where, <code>targetserverhost:port</code> refers to the host name and port number of the portal server where you want to deploy your portals. • Username: Type the user name used for connecting to the target server. • Password: Type the password for the specified user name. <p>After specifying the portal server connection details, use the following buttons:</p> <ul style="list-style-type: none"> • Test: Click to test if the connection is functional. • Create: Click to create the portal server connection.

Element	Description
 Edit	<p>Click to edit the selected portal server connection.</p> <p>In the Edit Portal Server Connection page, you can edit the following details:</p> <ul style="list-style-type: none"> • URL: Edit the URL of the target portal server in the following format: <code>http://targetserverhost:port</code> Where, <code>targetserverhost:port</code> refers to the host name and port number of the portal server where you want to deploy your portals. • Username: Edit the user name used for connecting to the target server. • Password: Edit the password for the specified user name. <p>After editing the portal server connection details, use the following buttons:</p> <ul style="list-style-type: none"> • Test: Click to test if the connection is functional. • Save: Click to save your changes.
 Delete	Click to delete the selected portal server connection.

Register/Edit External Application

The Register/Edit External Application page enables you to connect to new external applications and to modify existing external application connections.

Click **Register** or **Edit** to create a new connection or edit an existing connection.

The Register/Edit External Application page is arranged in the following sections:

- [Name](#)
- [Login Details](#)
- [Authentication Details](#)
- [Additional Login Fields](#)
- [Shared Credentials](#)
- [Public Credentials](#)

Name

The Name section of the Register/Edit External Application page enables you to enter the application name and its display name.

Element	Description
Application Name	<p>Enter a name to identify the application. The name must be unique (across all connection types).</p> <p>For example: yahoo</p> <p>Note: After you register the application, you cannot edit the Application Name.</p>

Element	Description
Display Name	<p>Enter a name for the application that users will recognize. Users working with this external application will see the display name you specify here.</p> <p>The display name must be unique across all external applications within WebCenter Portal.</p> <p>For example: My Yahoo</p> <p>If you leave this field blank, then the value from the Application Name field is used.</p>

Login Details

The Login Details section of the Register/Edit External Application page enables you to enter user login details.

Element	Description
Enable Automatic Login	<p>Select to allow WebCenter Portal users to automatically log in to the external application.</p> <p>With automated single sign-on, the user directly links to the application and is authenticated automatically, as their credentials are retrieved from the credential store. Selecting this option provides the end user with a seamless single sign-on experience.</p> <p>Note: Although automated login is supported for external applications using BASIC authorization, it cannot be implemented using Internet Explorer version 6 and later as these versions of Internet Explorer do not support user names and passwords in web site addresses (HTTP or HTTPS). Similarly, automated login is not supported on external sites that do not support UTF8 encoding.</p>
Login URL	<p>Enter the login URL for the external application.</p> <p>To determine the URL, navigate to the application's login page and note the URL. For example: <code>http://login.yahoo.com/config/login</code></p> <p>Note: A login URL is not required if the sole purpose of this external application is to store and supply user credentials on behalf of another tool.</p>
HTML User ID Field Name	<p>Enter the name that identifies the user name or user ID field on the login form.</p> <p>Tip: To find this name, look at the HTML source for the login page.</p> <p>This value is mandatory if the Authentication Method is GET or POST. Leave this field blank if the application uses BASIC authentication.</p>
HTML User Password Field Name	<p>Enter the name that identifies the password field on the login form.</p> <p>Tip: To find this name, look at the HTML source for the login page.</p> <p>This value is mandatory if the Authentication Method is GET or POST. Leave this field blank if the application uses BASIC authentication.</p>

Authentication Details

The Authentication Details section of the Register/Edit External Application page enables you to specify the authentication method.

Element	Description
Authentication Method	<p>Select the authentication mechanism used by the external application. Select from one of the following:</p> <ul style="list-style-type: none"> • GET: Presents a page request to a server, submitting the login credentials as part of the login URL. This authentication method may pose a security risk because the user name and password are exposed in the URL. • POST: Submits login credentials within the body of the form. • BASIC: Submits login credentials to the server as an authentication header in the request. This authentication method may pose a security risk because the credentials can be intercepted easily and this scheme also provides no protection for the information passed back from the server. The assumption is that the connection between the client and server computers is secure and can be trusted. <p>The Authentication Method specifies how message data is sent by the browser. You can find this value by viewing the HTML source for the external application's login form, for example, <code><form method="POST" action="https://login.yahoo.com/config/login?" AutoComplete="off"></code></p>

Additional Login Fields

The Additional Login Fields section of the Register/Edit External Application page enables you to specify additional login details.

Element	Description
Additional Login Fields	<p>If your application requires additional login criteria, expand Additional Login Fields.</p> <p>For example, in addition to user name and password, the Lotus Notes application requires two additional fields: Host and MailFilename.</p> <p>Click Add to specify an additional field for the login form. For each new field, enter:</p> <ul style="list-style-type: none"> • Name - Enter the name that identifies the field on the HTML login form that may require user input to log in. This field is not applicable if the application uses BASIC authentication. • Value - Enter a default value for the field or leave blank for a user to specify. This field is not applicable if the application uses BASIC authentication. • Display to User - Select to display the field on the external application's login screen. If the field is not displayed (unchecked), then a default Value must be specified. <p>Click Delete to remove a login field.</p>

Shared Credentials

The Shared Credentials section of the Register/Edit External Application page enables you to set shared credentials.

Element	Description
Enable Shared Credentials	<p>Indicate whether this external application specifies/enables shared user credentials. Select Enable Shared Credentials, and then enter User Name and Password credentials for the shared user.</p> <p>When shared credentials are specified, each user accessing this application through WebCenter Portal is authenticated using the user name and password defined here. WebCenter Portal users are not presented with a login form.</p>

Public Credentials






The Public Credentials section of the Register/Edit External Application page enables you to set public credentials.

Element	Description
Enable Public Credentials	<p>Indicate whether unauthenticated users (public users) can access this external application. Select Enable Public Credentials, and then enter User Name and Password credentials for the public user.</p> <p>When public credentials are specified, public users accessing this external application through WebCenter Portal public pages are logged in using the user name and password defined here. If public credentials are not specified, then public users see an authorization error indicating that this external application is not accessible to public users.</p>

Set Page Access

Use the Set Page Access dialog to set custom page security, providing different levels of page access to users as well as to user roles. For example, you can grant page access to the user `john.doe` as well as to the user role `SALES`.

Element	Description
Page Name	Name of the page for which you are setting access.
Add Access	Click to open the Add Access dialog to search for and select users to add to the Role or User list.
Delete Access	Click to remove access to the page for a selected user or role.
Add Authenticated Access	<p>Click to add the role <code>authenticated-role</code> to the Role or User list, with default View access to the page.</p> <p>This role is given to all users who are logged in to WebCenter Portal.</p>
Add Public Access	<p>Click to add the role <code>anonymous-role</code> to the Role or User list, with default View access to the page.</p> <p>This role is given to all public users (that is, users who are not logged in to WebCenter Portal).</p>
Role or User	Lists all the users and roles that can be given permissions to access the page.

Element	Description
Page Access	<p>Select or deselect check boxes to modify permissions for users or roles:</p> <ul style="list-style-type: none"> •  View the page. Other permissions do not implicitly include this privilege. •  Edit the page using the page editor. This includes adding, rearranging, and deleting content; renaming the page; and changing page properties. This permission additionally requires the View Page permission. •  Delete the page. This permission additionally requires the View Page permission. •  Perform all tasks available through the Personalize Pages. •  Adjust a user's own view of a page. This includes rearranging page content, collapsing and restoring page content, and removing page content. This permission additionally requires the View Page permission.

Add Access

Element	Description
Search	Enter part or all of a user name, group name, or role and click the Search icon. Results display in the body of the dialog. More
Name	Users, groups, and roles that are available to you for granting page access permissions. Click a name to select it. In Windows, Ctrl+click to select multiple names and roles. Shift+click to select a range.
Type	Specifies whether the Name is a user, group, or role.

Related Topics

"Controlling User Access to Your Personal Pages" in *Using Portals in Oracle WebCenter Portal*

"Changing Access Permissions on a Personal Page" in *Administering Oracle WebCenter Portal*

Set Page Defaults

Use the Set Page Defaults dialog to specify the default page style for a new business role or personal page.

Element	Description
Page Style	Select a default page style to use for all business role pages in the portal or your own personal pages. The built-in page styles provided with WebCenter Portal are described here.
Enable One-Click Page Creation	Select to specify that business role or personal pages created for this portal must always use the Page Style chosen here. This enforces a common look and feel across all business role pages in the portal by overriding the Create Page dialog, and creating business role pages directly using this style.

3

Online Help Topics for Portals

About Portal


Use the About Portal dialog to view information about the current portal. [More](#)

Element	Description
Name	Internal name of the portal displayed in the portal URL. To change the internal name, enter a new Name on the portal administration General page. Note that changing the internal name changes the URL that people use to navigate to the portal. More
Display Name	The name that displays at the top of the portal and other places where portals are available for selection, such as the Portals menu and the portal browser. To change the display name, enter a new Title on the portal administration General page. Changing the display name does not affect the internal name and URL for the portal
Internal ID	ID of the portal, which other applications might use to reference this portal.
Description	A description of the portal, as specified when creating the portal or on the portal administration General page.
Membership	Shown only if the portal manager has enabled self-service registration. More
Created By	User name of the portal creator.
Date Created	Date and time that the portal was created.
Direct URL	URL that provides access to the portal.

Activities

The Activities page is for posting and sharing content, like updates, documents, and links; and viewing and interacting with the content others have posted in the Home portal and in other portals.

Element	Description
Text box	Type an update in the text box to post to the activity stream. More
Attach: File	Click to post a file or files to the activity stream. More
Attach: Link	Click to post a link to the activity stream. More
Share with	Select who should see this post: <ul style="list-style-type: none">• Everyone—Share this post with your connections• Portals—Share this post with members of a selected portal
Publish/Upload	Click to publish your message or link or to upload your file(s). Note: When you attach a link, the Publish button is not enabled by default. You must hover over the Publish button to enable it.

Element	Description
Date Range	Select to show the activities occurring within the selected time period: <ul style="list-style-type: none"> • Today • 7 Days • 30 Days • From <yesterday> to <today> • Select Date Range
Options	Click to open the Activity Stream Options dialog: <ul style="list-style-type: none"> • People: Lists users whose activities you have hidden from your stream. To show activities, click Show next to the user. • Portals: Lists the portals whose activities you have hidden from your stream. To show a hidden portal's activities, click the Show button next to the portal. • Settings: Provides user customization options for activity stream content. More
	Click to refresh the list of activities.
Recent Activities	Lists the recent actions of your connections and fellow portal members. Each activity includes the avatar of the person who performed the activity, the person's name, the activity performed, actions you can take on the activity (hide, comment, like, share), and when the activity was performed.
User name	The name of the person who performed the activity. Click the user name to view that person's profile.
Activity	Describes the activity performed. If the activity includes creating an object (for example, a portal, a page, or a document), you can click the object to view it.
Hide	Click the Hide menu for options for hiding activities (for example, you can hide all activities from a particular user). To show hidden activities, click Options .
Posted Content	If the activity includes a message or a link, they appear here. For files, a link to the file is posted.
Comment	Click to comment on the activity (for example, you might want to respond to a message or give feedback on an attached file).
Like	Click to show that you like a particular activity. Liking an activity makes it appear in your connections' activity stream, so you can use liking as a way to share portal activities.
Share	Select how to share the activity: <ul style="list-style-type: none"> • This Activity—Share this post with your connections or with other members of selected portals • Send Mail—Send this post through email
Time Stamp	Indicates when the activity was posted.

Add Attribute

Use the Add Attribute dialog to define a new custom attribute:

- At the portal level, this dialog is available to the portal manager (or members with the `Manage Configuration` permission) for adding portal-specific attributes.

Custom attributes are propagated throughout the portal. Any portal page, task flow, or portlet that delivers content based on parameter values can accept custom attribute values and display content accordingly.

New portals based on a portal template that includes custom attributes will inherit the custom attributes and their values.

- At the application level, this dialog is available to the system administrator for adding global attributes.

Element	Description
Name	Enter a unique name for the attribute.
Value	Enter a value for the new attribute. You can type a static value, or specify a dynamic value by entering an Expression Language (EL) expression.
Add	Click to add the specified attribute to the custom attributes for the current portal, or to WebCenter Portal for use by all portals.

Related Topics

"Working with Global Attributes Across Portals" in *Administering Oracle WebCenter Portal*

"Working with Portal Attributes" in *Building Portals with Oracle WebCenter Portal*

"Expression Language Expressions" in *Developing for Oracle WebCenter Portal*

Administration: Portals




Use the Portals page in WebCenter Portal Administration to manage portals. The tasks available to you are dependent on your role or permissions:





- System administrators (or users with `Portal Server-Manage Configuration` permission) can manage any portal, and also import and export portals.
- Portal managers (or members with `portal-level Manage Security and Configuration` or `Manage Configuration` permission) can manage portal settings, but cannot import and export portals.

Note:

When you move around in WebCenter Portal, use application navigation rather than your browser's **Back** button. Using application navigation keeps you reliably in the application context and prevents a loss of functionality that has been observed when browser navigation is used.

Element	Description
Portal Browser	Click to display the portal browser.

Element	Description
Left selection pane	<p>Filter the portals you want to show on the page:</p> <ul style="list-style-type: none"> • All Portals. Click to show all portals that are available to you, both public and private. Portals defined as <i>hidden</i> are not shown. • Managed. Click to display portals you created or for which you have been granted the manager role or permissions. • Joined. Click to display portals of which you are a member. • Public. Click to display portals accessible by anyone with the portal URL. • Discoverable. Click to display portals that can be found in search results.
Portal Deployments	--
Create Portal	Click to create a new top-level portal. More
 Import	(Portal Server-Manage All or Manage Configuration permission only) Click to import one or more portals from a portal archive (.par file). In the Import Portals pane, specify the .par file you want to import. More
 Export	(Portal Server-Manage All or Manage Configuration permission only) Click to export one or more selected portals. To select multiple portals, Ctrl+click all required rows. In the Export Portals pane, set export options as required. More
 Actions menu	Select a portal and click Actions to perform any of the following actions on the portal:
About Portal	Open the About Portal to view information about the portal. More
Share Link	Share the URL link to the portal with others. More
Activate	<p>Reactivate one or more selected closed portals. More</p> <p>This action is available to system administrators (with <code>Portals-Manage Security and Configuration</code> permission), and to portal managers (or members with portal-level <code>Manage Configuration</code> permission). An alternative is to click a portal's Administer link to activate the portal on the General page in portal administration (select the Active check box).</p>
Close	<p>Close one or more selected portals if they are no longer being actively used, without deleting them. When you close a portal, the content is archived. More</p> <p>When a portal is closed, it is removed from everyone's Portals menu and displays in the Portal Browser only when a member selects Closed from the Show list. Portal content remains accessible and searchable to those who still want to reference it and members can continue working in the portal.</p> <p>This action is available to system administrators (with <code>Portals-Manage Security and Configuration</code> permission), and to portal managers (or members with portal-level <code>Manage Configuration</code> permission). An alternative is to click a portal's Administer link to close the portal on the General page in portal administration (deselect the Active check box).</p>

Element	Description
Take Offline	<p>Take one or more selected portals temporarily offline. For example, a system administrator may take a portal offline to remove inappropriate content, and bring it back online later. More</p> <p>When a portal is offline, portal members are unable to access the portal; instead they see the Unavailable page. Only the system administrator, portal manager, or portal members with Manage Configuration permission can access a portal that is offline or bring it back online.</p> <p>This action is available to system administrators (with Portals-Manage Security and Configuration permission), and to portal managers (or members with portal-level Manage Configuration permission). An alternative is to click a portal's Administer link to take the portal offline on the General page in portal administration (deselect the Online check box).</p>
Bring Online	<p>Bring one or more selected portals back online. More</p> <p>This action is available to system administrators (with Portals-Manage Security and Configuration permission), and to portal managers (or members with portal-level Manage Configuration permission). An alternative is to click a portal's Administer link to bring the portal online on the General page in portal administration (select the Online check box).</p>
Delete	<p>Permanently remove one or more selected portals from WebCenter Portal. A deleted portal cannot be restored after it is deleted. More</p> <p>This action is available to system administrators (with Portals-Manage Security and Configuration permission), and to portal managers (or members with portal-level Manage Configuration permission). An alternative is to click the portal's Administer link to delete the portal on the General page in portal administration.</p>
Sort By	<p>Choose a display order for the portals on the page:</p> <ul style="list-style-type: none"> • Created Date to order from most to least recently created. • Display Name to order alphabetically by external display name, as specified by its Title value in the portal administration. • Last Accessed to order from most to least recently viewed, whether or not it was updated. • Last Updated to order from most to least recently updated. • Member Count to order by greatest to least number of portal members. • Portal Name to order alphabetically by internal name of the portal, as specified by its Name value in the portal administration. The internal name is not visible on the Portals page. <p>Note: When All Portals is selected in the left selection pane, you can sort by only Display Name and Last Accessed.</p>
Filter	<p>Enter a full or partial search term in the Search field, then click  to refresh the list with all portals for which a match is found in the Display Name, Description, or Search Keywords (specified on the General page).</p> <p>To clear the current search string and display all portals, click .</p>
 Refresh	<p>Click to refresh the list of portals. Make sure that any prior search is cleared (click ) , and no filter is specified in the filter panel.</p>

Element	Description
Portal listing	<p>Each row shows:</p> <ul style="list-style-type: none"> • Portal icon and name. Click to view the portal. • Active/Closed status of the portal. More • Online/Offline status of the portal. More • Membership. Shows the number of portal members. • Edit link. Click to edit the portal. To edit portal pages, you need the portal-level Basic Services: Edit Page Access, Structure, and Content (standard permissions) or Pages: Create, Edit, and Delete Pages (advanced permissions) permission. More • Administer link. Click to administer the portal. More

Related Topics

"Exploring the Portals Page in WebCenter Portal Administration" in *Administering Oracle WebCenter Portal*

Analytics

Use the Analytics page to track and analyze WebCenter Portal traffic and usage.

The Analytics page is arranged in the following tabs:

- [Summary Metrics](#)
- [Portal Metrics](#)
- [Portlet Metrics](#)
- [Service Metrics](#)

Summary Metrics




The Summary Metrics tab reports on portal traffic, page views, and login metrics. It includes the following sections:


- [Traffic](#)
- [Pages](#)
- [Logins](#)

Traffic

The Traffic section provides a summarized view of common events in WebCenter Portal. Use the Traffic view to track application-wide events, such as portal views, page views, portlet views, logins, number of searches, wiki views, blog views, discussion forum views, and document views.





Click an icon to view this information in your selected format.


Element	Description
	Click to view in a bar chart format.
	Click to view in a pie chart format.
	The line chart format is not available for Traffic reports.

Element	Description
	Click the view in a table format.
Display	<ul style="list-style-type: none"> • All • Portals • Pages • Portlets • Logins • Searches • Wikis • Blogs • Discussion Forums • Documents
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> • Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range • From - only available if you select Specify Date Range • To - only available if you select Specify Date Range
User Property	<ul style="list-style-type: none"> • Property • Operator - Contains or Does Not Contain • Value
Grouping Options	<ul style="list-style-type: none"> • Group By - Time Interval or User Property • Interval - only available when grouping by Time Interval • Property - only available when grouping by User Property
Refresh Data	Click to refresh report data.

Pages





The Pages section tracks the number of page hits and unique users who have visited any portal page. Use this for a quick view of the most visited pages (top pages) and/or the least visited pages (bottom pages).

Element	Description
	Click to view in a bar chart format.
	Click to view in a pie chart format.
	The line chart format is not available for Pages reports.
	Click the view in a table format.
Drop-down list	<ul style="list-style-type: none"> • Hits • Unique Users
Display	<ul style="list-style-type: none"> • Top • Bottom • All • Specify
Number of items to display	Available when you select Top or Bottom under Display.

Element	Description
Select	Click to select the pages to display metrics for. Use Ctrl+Click or Click+Shift+Click to select multiple pages. Available when you select Specify under Display.
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range From - available when you select Specify Date Range To - available when you select Specify Date Range
User Property	<ul style="list-style-type: none"> Property Operator - Contains or Does Not Contain Value
Additional Options	Include Home Portal Pages
Portals	Click  to filter the portals to include in the report. Use Ctrl+Click or Click+Shift+Click to select multiple portals.
Grouping Options	<ul style="list-style-type: none"> Group By - Time Interval or User Property Interval - Available when grouping by Time Interval Property - Available when grouping by User Property
Refresh Data	Click to refresh report data.

Logins

The Logins section reports the number of times users log in to WebCenter Portal. Use this view to see the total number of WebCenter Portal logins and/or the number of times unique users logged-in to WebCenter Portal.

Element	Description
	The bar chart format is not available for Logins reports.
	The pie chart format is not available for Logins reports.
	The line chart format is not available for Logins reports.
	Click the view in a table format.
Drop-down list	<ul style="list-style-type: none"> Logins Unique Users
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range From - available when you select Specify Date Range To - available when you select Specify Date Range
User Property	<ul style="list-style-type: none"> Property Operator - Contains or Does Not Contain Value

Element	Description
Grouping Options	<ul style="list-style-type: none"> Group By - Time Interval or User Property Interval - only available when grouping by Time Interval Property - only available when grouping by User Property
Refresh Data	Click to refresh the data presented in the report.

Portal Metrics





The Portal Metrics tab of the Analytics page provides reports for portal usage and response times.


The Portal Metrics tab includes the following sections:

- [Traffic](#)
- [Response Time](#)

Traffic






The Traffic section shows usage information for individual portals. Usage information includes the number of page hits, number of unique users, and the number of unique visits (multiple consecutive page views within the same portal during the same WebCenter Portal session is treated as one visit). Use this task flow to quickly see the most popular portals (top), and the least popular portals (bottom).

Element	Description
	Click to view in a bar chart format.
	Click to view in a pie chart format.
	The line chart format is not available for Traffic reports.
	Click the view in a table format.
Drop-down list	<ul style="list-style-type: none"> Hits Unique Users Visits
Display	<ul style="list-style-type: none"> Top Bottom All
Number of items to display	Available when you select Top or Bottom under Display.
Report Summary	Click Reset Preferences to reset all report preferences to their defaults.
Time Frame	<ul style="list-style-type: none"> Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range From - available when you select Specify Date Range To - available when you select Specify Date Range
User Property	<ul style="list-style-type: none"> Property Operator - Contains or Does Not Contain Value

Element	Description
Portals	Click  to filter the portals included in the report. Use Ctrl+Click or Click +Shift+Click to select multiple portals.
Grouping Options	<ul style="list-style-type: none"> • Group By - Time Interval or User Property • Interval - available when grouping by Time Interval • Property - available when grouping by User Property
Refresh Data	Click to refresh report data.

Response Time

The Response Time section displays page performance information—average, minimum, or maximum response time—for individual portals over any time period you specify. Use this view to quickly see the slowest portals (bottom), and the fastest portals (top).

Element	Description
	Click to view in a bar chart format.
	Click to view in a pie chart format.
	The line chart format is not available for Response Time reports.
	Click to view in a table format.
Drop-down list	<ul style="list-style-type: none"> • Average Response Time • Minimum Response Time • Maximum Response Time
Display	<ul style="list-style-type: none"> • Top • Bottom • All
Number of items to display	Only available if you select to display Top or Bottom.
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> • Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range • From - only available if you select Specify Date Range • To - only available if you select Specify Date Range
User Property	<ul style="list-style-type: none"> • Property • Operator - Contains or Does Not Contain • Value
Portals	Click  to filter the portals to include in the report. Use Ctrl+Click or Click +Shift+Click to select multiple portals.
Grouping Options	<ul style="list-style-type: none"> • Group By - Time Interval or User Property • Interval - only available when grouping by Time Interval • Property - only available when grouping by User Property
Refresh Data	Click to refresh the data presented in the report.

Portlet Metrics






The Portlet Metrics tab of the Analytics page provides reports for portlet views and response times.

The Portlet Metrics tab includes the following sections:

- [Traffic](#)
- [Instances Traffic](#)
- [Response Time](#)
- [Instances Response Time](#)

Traffic






The Traffic section displays portlet usage information—the number of portlet hits (the number of times a portlet is displayed) and number of unique users that access a portlet. Use this view to quickly see the most popular portlets (top), and the least popular portlets (bottom).

Element	Description
	Click to view the report in a bar chart format.
	Click to view the report in a pie chart format.
	The line chart format is not available for Traffic reports.
	Click the view the report in a table format.
Drop-down list	<ul style="list-style-type: none"> • Hits • Unique Users
Display	<ul style="list-style-type: none"> • Top • Bottom • All • Specify
Number of items to display	Only available if you select to display Top or Bottom.
Select	Click to select which portlets to display metrics for. Use Ctrl+Click or Click +Shift+Click to select multiple portlets. Only available if you select Specify.
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> • Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range • From - only available if you select Specify Date Range • To - only available if you select Specify Date Range
User Property	<ul style="list-style-type: none"> • Property • Operator - Contains or Does Not Contain • Value
Portals	Click  to filter the portals to include in the report. Use Ctrl+Click or Click +Shift+Click to select multiple portals.

Element	Description
Grouping Options	<ul style="list-style-type: none"> Group By - Time Interval or User Property Interval - only available when grouping by Time Interval Property - only available when grouping by User Property
Refresh Data	Click to refresh the data presented in the report.

Instances Traffic






The Instances Traffic section displays usage information—the number of portlet hits (the number of times a portlet is displayed) and number of unique users that access a portlet—for individual portlet instances. If the same portlet displays on several different pages, each placement is considered as a portlet instance. Use this view to quickly see the most popular portlet instances (top), and the least popular portlet instances (bottom).

Element	Description
	Click to view the report in a bar chart format.
	Click to view the report in a pie chart format.
	The line chart format is not available for Instances Traffic reports.
	Click the view the report in a table format.
Drop-down list	<ul style="list-style-type: none"> Hits Unique Users
Display	<ul style="list-style-type: none"> Top Bottom All Specify
Number of items to display	Only available if you select to display Top or Bottom.
Select	Click to select which portlets to display metrics for. Use Ctrl+Click or Click +Shift+Click to select multiple portlets. Only available if you select Specify.
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range From - only available if you select Specify Date Range To - only available if you select Specify Date Range
User Property	<ul style="list-style-type: none"> Property Operator - Contains or Does Not Contain Value
Portals	Click  to filter the portals to include in the report. Use Ctrl+Click or Click +Shift+Click to select multiple portals.
Grouping Options	<ul style="list-style-type: none"> Group By - Time Interval or User Property Interval - only available when grouping by Time Interval Property - only available when grouping by User Property

Element	Description
Refresh Data	Click to refresh the data presented in the report.






Response Time

The Response Time section displays performance information—average, minimum, and maximum response time—for individual portlets. Use this view to quickly see the slowest portlets (bottom), the fastest portlets (top), and compare performance data. Portlet response times are important because there is often a direct link between page performance and the slowest portlets. When troubleshooting poor performance within a portal, it is important to identify the worst performing portlets.

Element	Description
	Click to view the report in a bar chart format.
	Click to view the report in a pie chart format.
	The line chart format is not available for Response Time reports.
	Click the view the report in a table format.
Drop-down list	<ul style="list-style-type: none"> Average Response Time Minimum Response Time Maximum Response Time
Display	<ul style="list-style-type: none"> Top Bottom All Specify
Number of items to display	Only available if you select to display Top or Bottom.
Select	Click to select which portlets to display metrics for. Use Ctrl+Click or Click +Shift+Click to select multiple portlets. Only available if you select Specify.
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range From - only available if you select Specify Date Range To - only available if you select Specify Date Range
User Property	<ul style="list-style-type: none"> Property Operator - Contains or Does Not Contain Value
Portals	Click  to filter the portals to include in the report. Use Ctrl+Click or Click +Shift+Click to select multiple portals.
Grouping Options	<ul style="list-style-type: none"> Group By - Time Interval or User Property Interval - only available when grouping by Time Interval Property - only available when grouping by User Property
Refresh Data	Click to refresh the data presented in the report.

Instances Response Time

The Instances Response Time section displays performance information—average, minimum, and maximum response time—for individual portlet instances. If the same portlet displays on several different pages, each placement is considered as a portlet instance. Use this view to quickly see the slowest portlet instances (bottom), the fastest portlet instances (top), and compare performance data.

Element	Description
	Click to view the report in a bar chart format.
	Click to view the report in a pie chart format.
	The line chart format is not available for Response Time reports.
	Click the view the report in a table format.
Drop-down list	<ul style="list-style-type: none"> Average Response Time Minimum Response Time Maximum Response Time
Display	<ul style="list-style-type: none"> Top Bottom All Specify
Number of items to display	Only available if you select to display Top or Bottom.
Select	Click to select which portlets to display metrics for. Use Ctrl+Click or Click +Shift+Click to select multiple portlets. Only available if you select Specify.
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range From - only available if you select Specify Date Range To - only available if you select Specify Date Range
User Property	<ul style="list-style-type: none"> Property Operator - Contains or Does Not Contain Value
Portals	Click  to filter the portals to include in the report. Use Ctrl+Click or Click +Shift+Click to select multiple portals.
Grouping Options	<ul style="list-style-type: none"> Group By - Time Interval or User Property Interval - only available when grouping by Time Interval Property - only available when grouping by User Property
Refresh Data	Click to refresh the data presented in the report.

Service Metrics

The Service Metrics tab of the Analytics page provides reports for search usage, documents, wikis, blogs, and discussions.





The Service Metrics tab includes the following sections:

- [Search Metrics](#)
- [Document Metrics](#)

- [Wiki Metrics](#)
- [Blog Metrics](#)
- [Discussion Forum Metrics](#)

Search Metrics

The Search Metrics section tracks searches performed within WebCenter Portal. Use this view to quickly see the most popular (top) and least popular (bottom) search phrases.






Element	Description
	Click to view the report in a bar chart format.
	Click to view the report in a pie chart format.
	The line chart format is not available for Search Metrics reports.
	Click the view the report in a table format.
Display	<ul style="list-style-type: none"> • Top • Bottom • All
Number of items to display	Only available if you select to display Top or Bottom.
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> • Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range • From - only available if you select Specify Date Range • To - only available if you select Specify Date Range
User Property	<ul style="list-style-type: none"> • Property • Operator - Contains or Does Not Contain • Value
Grouping Options	<ul style="list-style-type: none"> • Group By - Time Interval or User Property • Interval - only available when grouping by Time Interval • Property - only available when grouping by User Property
Refresh Data	Click to refresh the data presented in the report.

Document Metrics

The Document Metrics section tracks how often a document is accessed. Use this view to quickly see the most popular (top) and least popular (bottom) documents.





Note:


- Documents in the Home Portal are included in this report.
- If you have two different documents with the same name, they are treated as two separate documents. The metrics includes the parent folder for context.

Element	Description
	Click to view the report in a bar chart format.
	Click to view the report in a pie chart format.
	The line chart format is not available for Document Metrics reports.
	Click the view the report in a table format.
Display	<ul style="list-style-type: none"> • Top • Bottom • All
Number of items to display	Only available if you select to display Top or Bottom.
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> • Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range • From - only available if you select Specify Date Range • To - only available if you select Specify Date Range
User Property	<ul style="list-style-type: none"> • Property • Operator - Contains or Does Not Contain • Value
Portals	Click  to filter the portals to include in the report. Use Ctrl+Click or Click +Shift+Click to select multiple portals.
Grouping Options	<ul style="list-style-type: none"> • Group By - Time Interval or User Property • Interval - only available when grouping by Time Interval • Property - only available when grouping by User Property
Refresh Data	Click to refresh the data presented in the report.

Wiki Metrics





The Wiki Metrics section tracks how often wikis are accessed within WebCenter Portal. Use this view to quickly see the most popular (top) and least popular (bottom) wikis.


Element	Description
	Click to view the report in a bar chart format.
	Click to view the report in a pie chart format.
	The line chart format is not available for Wiki Metrics reports.
	Click the view the report in a table format.
Drop-down list	<ul style="list-style-type: none"> • Views • Unique Views
Display	<ul style="list-style-type: none"> • Top • Bottom • All

Element	Description
Number of items to display	Only available if you select to display Top or Bottom.
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range From - only available if you select Specify Date Range To - only available if you select Specify Date Range
User Property	<ul style="list-style-type: none"> Property Operator - Contains or Does Not Contain Value
Portals	Click  to filter the portals to include in the report. Use Ctrl+Click or Click +Shift+Click to select multiple portals.
Grouping Options	<ul style="list-style-type: none"> Group By - Time Interval or User Property Interval - only available when grouping by Time Interval Property - only available when grouping by User Property
Refresh Data	Click to refresh the data presented in the report.

Blog Metrics






The Blog Metrics section tracks how often blogs are accessed within WebCenter Portal. Use this view to quickly see the most popular (top) and least popular (bottom) blogs.

Element	Description
	Click to view the report in a bar chart format.
	Click to view the report in a pie chart format.
	The line chart format is not available for Blog Metrics reports.
	Click the view the report in a table format.
Drop-down list	<ul style="list-style-type: none"> Views Unique Views
Display	<ul style="list-style-type: none"> Top Bottom All
Number of items to display	Only available if you select to display Top or Bottom.
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range From - only available if you select Specify Date Range To - only available if you select Specify Date Range

Element	Description
User Property	<ul style="list-style-type: none"> Property Operator - Contains or Does Not Contain Value
Portals	Click  to filter the portals to include in the report. Use Ctrl+Click or Click +Shift+Click to select multiple portals.
Grouping Options	<ul style="list-style-type: none"> Group By - Time Interval or User Property Interval - only available when grouping by Time Interval Property - only available when grouping by User Property
Refresh Data	Click to refresh the data presented in the report.

Discussion Forum Metrics

The Discussion Forum Metrics section tracks discussion forums within WebCenter Portal. Use this view to quickly see the most popular (top) and least popular (bottom) discussions.

Element	Description
	Click to view the report in a bar chart format.
	Click to view the report in a pie chart format.
	The line chart format is not available for Discussion Forum Metrics reports.
	Click the view the report in a table format.
Drop-down list	<ul style="list-style-type: none"> Views Unique Views
Display	<ul style="list-style-type: none"> Top Bottom All
Number of items to display	Only available if you select to display Top or Bottom.
Report Summary	Click Reset Preferences to reset all report preferences to the defaults.
Time Frame	<ul style="list-style-type: none"> Date Range - Yesterday, Today, This Week, Last Week, This Month, Last Month, Last Three Months, Last Six Months, This Year, Last Year, Specify Date Range From - only available if you select Specify Date Range To - only available if you select Specify Date Range
User Property	<ul style="list-style-type: none"> Property Operator - Contains or Does Not Contain Value
Portals	Click  to filter the portals to include in the report. Use Ctrl+Click or Click +Shift+Click to select multiple portals.
Grouping Options	<ul style="list-style-type: none"> Group By - Time Interval or User Property Interval - only available when grouping by Time Interval Property - only available when grouping by User Property

Element	Description
Refresh Data	Click to refresh the data presented in the report.

Assets

Use the portal administration Assets page to manage assets for the current portal. [More](#)

The permissions provided through your assigned role determine the assets you can manage, and which options are available. Menu options appear greyed out if you do not have the required permissions for a particular asset. [More](#)

Element	Description
Page Templates	Select to display the Page Templates page, where you can create and manage page templates for use in the current portal. Page templates define how individual pages and groups of pages display in a portal. More
Resource Catalogs	Select to display the Resource Catalogs page, where you can create and manage resource catalogs for use in the current portal. Resource catalogs expose the components and connections that members can add to pages, page templates, and task flows. More
Skins	Select to display the Skins page, where you can create and manage skins for use in the current portal. Skins help to achieve a desired appearance and look and feel across a portal. More
Page Styles	Select to display the Page Styles page, where you can manage page styles for use in the current portal. Page styles define the layout of a newly created page and the type of content the page supports. More
Content Presenter	Select to display the Content Presenter page, where you can manage Content Presenter display templates available to the current portal. More
Task Flow Styles	Select to display the Task Flow Styles page, where you can manage the templates available for creating task flows in the current portal. More
Layouts	Select to display the Layouts page, where you can manage and define page layouts that can be applied to new or existing pages. More
Task Flows	Select to display the Task Flows page, where you can create and manage task flows for use in the current portal. More
Data Visualizations	Select to display the Data Visualizations page, where you can create and manage data visualizations for use in the current portal. More
Visualization Templates	Select to display the Visualization Templates page, where you can create and manage visualization templates for use in the current portal. More
Data Controls	Select to display the Data Controls , where you can create and manage data controls for the current portal. Data controls enable you to connect to and read data from external repositories, particularly for use with Data Presenter. More
Business Objects	Select to display the Business Objects , where you can create and manage business objects for use in the current portal. More

Element	Description
REST Data Sources	Select to display the REST Data Sources , where you can create and manage REST data sources for use in the current portal. More
SQL Data Sources	Select to display the SQL Data Sources , where you can create and manage SQL data sources for use in the current portal. More

Change Membership

Use the Change Membership dialog to request a role change or cancel your membership in the current portal. [More](#)

You can request a change to your membership role to allow you to perform more actions than authorized by your current role. Or, you might want to participate in an interesting discussion thread or raise a new issue, but in your current role you are only allowed to view ongoing discussions.

Element	Description
Current Role	<p>Displays the roles available in the portal. The selected roles are your current membership roles.</p> <p>Select your preferred roles. Deselect the roles you no longer want to be assigned to.</p> <p>The portal manager configures the roles available. Out-of-the-box the only portal role includes that of <code>Portal Manager</code>, but a subset of this or other custom roles names may also be available.</p> <p>Role change requests may or may not require approval. If approval is required, you will receive a worklist notification (if the SOA server is configured to use BPM Worklist) when your new role is approved.</p> <p>More</p>
Justification	Enter a message to the portal manager providing a reason for your request.
Cancel Membership	<p>Click to cancel your membership in the portal.</p> <p>Some cancellation requests require approval from the portal manager, so you might not be removed from the portal immediately. You will receive a worklist notification when your membership is cancelled (if the SOA server is configured to use BPM Worklist).</p> <p>More</p>

Create Portal Template

Use the Create Portal Template dialog to create a new portal template based on an existing portal. This task is available to portal members with portal-level permission `Portal Templates-Create`.

The Create Portal Template dialog includes three steps:

- [Setup](#)
- [Portals](#)
- [Content](#)

Setup

Element	Description
Portal Template Name	Enter a suitable name for the portal template. Choose a name that describes the template and other users will recognize. Portal template names can contain alphanumeric characters, underscores, blank spaces, multibyte characters, and special characters such as & and #. The maximum allowable length is 200 characters. The following reserved keywords are not allowed as the full portal template name in either upper or lower case, or a combination of both—admin, builder, group, groups, home, last, page, pages, my portals, my spaces, portal, portals, space, spaces, system, webcenter, webcenter administration, webcenter portal, webcenter portals, webcenter space, webcenter spaces. These reserved words are allowable as part of a longer name (for example, Sales Group).
Description	Optionally, enter a short description explaining the purpose or objective of the portal template.
Category	Select a category under which to list the portal template when creating a portal on the Create Portal Wizard , or leave as <None> if no category is suitable. More

Portals

Element	Description
Portals	Select a portal to use as the basis for the new portal template.

Content

Element	Description
Tools and services	Select the tools and services that contain data that you want the portal template to inherit from the source portal.
Members Info	List definitions are always copied; checking Lists in this step specifies that you want to copy the list data, too.
Pages	
Roles Info	<ul style="list-style-type: none"> If you select Members Info, the Roles Info option is also selected. By selecting Members Info, you are copying the portal members <i>and</i> custom roles from the portal you selected as the basis for the new template into the new template that you are creating. If you select Roles Info and do not select Members Info, you are copying <i>only</i> the roles into your new template. Only the custom roles that are included in the portal you selected as the basis for the new template are copied into the new template.

Create Portal Wizard


Use the Create Portal wizard to create a new portal based on any available portal template. More

The Create Portal wizard consists of the following pages:

- [Choose Your Portal Template](#)
- [Portal Specification](#)

Choose Your Portal Template

The Choose Your Portal Template page of the Create Portal wizard lists the portal templates that you can select as the basis for your new portal.

Element	Description
Search Portal Templates	Enter a full or partial search term in the search field, then click  to refresh the list with all portal templates for which a match is found in the name, description, or keywords.
Categories	Each category groups portal templates according to their general purpose. The out-of-the-box portal templates are listed under the Portals and Team Collaboration categories. Other categories are available for custom templates that you create. More
Template graphics	Click any portal template to select that template as the basis for your new portal. When you select a custom template to build your portal, the new portal includes all the preseeded data included in the custom template.

Portal Specification

The portal specification page of the Create Portal wizard enables you to enter a portal name and optional description and keywords.

Element	Description
Title	<p>Enter a suitable name for the portal. Choose a name that describes the portal and other users will recognize. The name entered here is the <i>display name</i> that displays at the top of the portal and other places where portals are available for selection, such as the Portals menu and the Portals page.</p> <p>Portal titles can contain alphanumeric characters, underscores, blank spaces, multibyte characters, and special characters such as & and #. The maximum allowable length is 200 characters.</p> <p>The following reserved keywords are not allowed as the full portal name in either upper or lower case, or a combination of both—admin, builder, group, groups, home, last, page, pages, my portals, my spaces, portal, portals, space, spaces, system, webcenter, webcenter administration, webcenter portal, webcenter portals, webcenter space, webcenter spaces. These reserved words are allowable as part of a longer name (for example, Sales Group).</p> <p>Note: WebCenter Portal removes any unsupported special characters (such as -) and character spaces in the display name specified here to derive the initial internal name for the portal. For example, My Mega-Portal becomes MyMegaPortal.</p>
Description	Optionally, enter a short description explaining the purpose or objective of the portal.
Keywords	<p>Optionally, enter keywords related to the content of the portal to make it more easily discoverable in search results. Keywords are individual words. To enter multiple keywords at once, separate them with a space. Press Enter to save your keywords.</p> <p>To delete a keyword in the list, click the Delete icon on the keyword.</p>
URL	Optionally, modify the end of the default URL for the portal. The default URL is based on the Title you specify. The internal name of the portal is derived from this field.

Element	Description
Public Private Hidden	<p>Select the required user access:</p> <ul style="list-style-type: none"> Public (default): Anyone can visit the portal, whether they are a registered WebCenter Portal user or not. When this setting is selected, the <code>Public-User</code> role in the portal is automatically granted permissions to view pages, lists, events, links, notes, and documents. Public users do not have edit, create, or manage permissions in the portal. Private: To access the portal, membership is required (either through invitation or self-registration, if enabled). The portal will be shown in the list of available portals in the portal browser and will appear in search results. <p>The permissions of the <code>Administrator</code> role allow administration of private portals (such as modifying portal membership), but the portal pages and content are viewable only by portal members.</p> Hidden: To access the portal, membership is required (through invitation). The portal will <i>not</i> be shown in the list of available portals in the portal browser and will <i>not</i> appear in search results. Members can access the portal through direct URL. <p>The permissions of the <code>Administrator</code> role allow administration of hidden portals (such as modifying portal membership) on the WebCenter Portal administration All Portals page, but the portal pages and content are viewable only by portal members.</p>
Preview	<p>(Default view) Click to see a preview of the portal template.</p> <p>To browse and select a different portal template, click the left and right arrows to scroll through available templates, or click Template Gallery to return to the full gallery display of all portal templates.</p>
Pages	<p>Click to show the existing pages in the portal, inherited from the portal template.</p> <p>In the Add More Pages input area, you can create pages and subpages in-place while creating the portal, using special syntax. More</p> <p>To create a set of top-level pages for the portal, type the page names separated by commas, or type the name of each page on its own line.</p> <p>For example: Meetings, Schedules, Press Releases</p> <p>Click see more options to view syntax and examples for creating a more advanced page hierarchy including subpages, adding a link in the page navigation to certain system pages, or renaming a page that came from the portal template.</p>
Create Portal	Click to create the new portal and display it in the portal editor.

Create Role

The Create Role dialog opens when the custom role is selected from the **Create Role** drop-down. Use the Create Role dialog to define new roles for portal members. The settings in this dialog are available to the portal manager (or members with the `Manage Membership` permission). More

Element	Description
Role Name	<p>Enter a suitable name for the role. Role names can contain alphanumeric characters, blank spaces, @, hyphens, and underscores. Ensure that role names are self-descriptive to make it as obvious as possible which portal members should belong to which roles.</p> <p>Note: You cannot use the name <code>moderator</code> or <code>Moderator</code> for a custom role. Even though the default role of <code>Moderator</code> has been renamed to <code>Portal Manager</code>, the name <code>moderator</code> or <code>Moderator</code> is still reserved for internal use.</p>
Description	Enter a description for the role.
Role Template	<p>Optionally, select an initial template for the new role. The new role inherits permissions from the template role. You can modify these permissions on the Roles page. If you do not select a role template, a new role is created without any initial permissions.</p> <p>Select Portal Manager to create a role that inherits full administrative privileges for the portal. More</p>

Deploy




Use the portal administration Deploy page to manage deployment of the current portal. [More](#)

Element	Description
Server Name	Select the portal server connection to use to deploy the portal.
Comments	Enter any comments related to portal deployment.
Options	
Include Portal Content	Select to specify that the portal content stored on Content Server must be included as part of portal deployment on the target server.
Include Shared Assets	Select to specify shared assets to be deployed as part of portal deployment. Deselect if you do not want to deploy shared assets.
Redeploy instead of propagating changes	<p>Select to redeploy the portal. Deploying a new portal on the target server and redeploying an existing portal are exactly the same. When you redeploy a portal that already exists on the target, it is simply deleted and re-created as a new portal.</p> <p>When you deploy a portal for the first time, the Redeploy instead of propagating changes check box appears disabled.</p>
Include Shared Libraries	<p>Select to specify shared libraries to be deployed with portal deployment. Clear the check box if you do not want to deploy shared libraries.</p> <p>Note: If you include shared libraries with portal deployment, you must restart the portal server connection.</p>
Deploy/Propagate	<p>Click Deploy to deploy or redeploy the portal. If the portal has already been deployed, click the Propagate button to propagate portal changes to the target server.</p> <p>While the portal is being deployed, propagated, or redeployed, you can choose to continue to work on the portal if required.</p>

Element	Description
Change Details	Expand to view the artifacts or settings that changed since the last portal propagation. Click on the Portal Assets , Shared Assets , and Shared Libraries tabs to view the details.

Device Settings

Use the Device Settings page to view the device groups available for use in a portal.

Element	Description
Filter	Enter a full or partial search string, then click  to refresh the list with all the device groups for which a match is found.
	To clear the current search string and display all device groups, click  .
 Refresh	Click to refresh the list of device groups.
Device Group	Lists the device groups available in the portal.
Available	Indicates whether a device group is hidden or available. A check mark next to a device group's name indicates that the device group is available for use in this portal. An empty check box indicates that the device group is not available for use in this portal.
Default	Indicates whether a device group is set as the default device group at the application level. The built-in device group named Desktop Browsers is the default device group in WebCenter Portal. All new pages that you create are automatically associated with the default device group.
Last Modified	Displays the user name of the user who last edited the device group, and the date and time when the changes were made.

General

Use the portal administration General page to specify general portal administration settings for the current portal. The settings on this page are available to the portal manager (or members with the `Manage Configuration` permission). More

The portal administration General page is arranged in the following sections:

- [Portal Information](#)
- [Portal Details](#)
- [Status](#)
- [Actions](#)

Portal Information

The Portal Information section of the General page enables you to enter or modify the portal title, description, and keywords.

Element	Description
Title	The external display name of the portal. This title displays at the top of the portal and other places where portals are available for selection, such as the Portals menu and the portal browser. Changing the title does not affect the internal name and URL for the portal. More
Acronym	Identifies a portal in the portal browser, in combination its tile color and name. Optionally, enter a new acronym for the portal. An acronym may be no more than 5 alphanumeric characters, uppercase or lowercase More
Description	Enter a short description explaining the purpose or objective of the portal. More
Portal Color	Click Choose Color to select a new color for the portal tile in the portal browser. On the portal administration Settings page, you can specify whether the portal tile should display a color or logo in the portal browser More
Keywords	Enter keywords associated with the portal for use in searches. Separate keywords with a space or comma. More

Portal Details

The Portal Details section of the General page enables you to modify the internal name of the portal, and provides the URL, ID, and information about portal activity.

Element	Description
Name	The internal name of the portal. Click Rename to enter a new internal name. More Warning: Changing the internal name changes the direct URL link to the portal.
Portal URL	The pretty URL for the portal. You can navigate directly to the portal with this URL. Pretty URLs are much shorter versions of the URL you might copy from your browser address bar and enable you to send simpler, shorter URLs to your colleagues. More
Internal ID	The internal ID of the portal, which other applications may use to reference this portal.
Members	The number of members of the portal, as specified on the portal administration Security page. More
Last Activity	The last time there was any activity in the portal.
Created	The time that the portal was created and the user name of the portal creator.

Status

The Status section of the General page enables you to close or activate a portal, take the portal offline or online, and enable or disable RSS feeds.

Element	Description
Active	<p>Select or deselect to toggle between the following options:</p> <ul style="list-style-type: none"> • The portal is active: The portal is accessible to its members. • The portal is closed: Close the portal if it is no longer being actively used, without deleting the portal. When you close a portal, the content is archived. <p>When you close a portal, it is removed from everyone's Portals menu and displays in the portal browser only when a member selects Closed from the Show list. Portal content remains accessible and searchable to those who still want to reference it and members can continue working in the portal. More</p>
Online	<p>Select or deselect to toggle between the following options:</p> <ul style="list-style-type: none"> • The portal is online: The portal is accessible to its members. • The portal is offline: The portal is temporarily offline. <p>Portal members are unable to access a portal when it is offline; instead they see the portal Unavailable page. Only the portal manager or members with <code>Manage Configuration</code> permission can access a portal that is offline or bring it back online. More</p>
Publish RSS	<p>Select or deselect to toggle between the following options:</p> <ul style="list-style-type: none"> • RSS publishing is enabled: News feeds will report portal activity, such as list revisions and discussion forum contributions. More • RSS publishing is disabled: No news feeds display in the portal.

Actions

The Actions section of the General page enables you to delete the portal.

Element	Description
Delete this portal	Click to open the Delete Portal dialog, then confirm or cancel your intent to delete the portal. More

Import Portals

Use the Import Portals pane to import one or more portals from a portal archive (.par file). If a portal already exists, then it is deleted and replaced. If a portal does not exist, then it is created. [More](#)

Element	Description
Look On My Computer	<p>Select if the .par file is located on your local file system.</p> <p>Click Browse to locate the directory on the local file system where the .par file is stored. Click Update to browse for another archived file (the Update button appears after you select the file to import and click Browse Archive).</p>
Look On WebCenter Portal Server	<p>Select if the .par file is located on a server, then enter the path, including the archive filename. For example, /tmp/MyPortalExport.par.</p> <p>This can be any shared location accessible from WebCenter Portal.</p>
Browse Archive	Click to review the portals in the archive before import.

Element	Description
Include Portal Content	<p>(Only displays if the archive specified includes a built-in content folder for one or more portals.)</p> <p>Select to import all content folders included in the archive. Folders that exist on the target are overwritten on import.</p> <p>Deselect this option to exclude portal content folders (if any). This is useful when migrating between stage and production environments where test content is no longer required.</p>
Include Shared Assets	<p>Select to import all shared assets, like skin or page templates, used in the portal (s).</p> <p>Deselect this option if you do not want to import shared assets.</p> <p>Note: The import process does not move data associated with other external services such as mail. To learn how to move data associated with these services, refer to documentation for that product.</p>
Import	<p>Click to start importing the selected portal(s). Click Yes to confirm the import operation.</p> <p>The Import Portals dialog displays status of the import operation.</p>

Related Topics

"Importing One or More Portals from an Archive" in *Administering Oracle WebCenter Portal*.

"Importing Portal Templates" in *Administering Oracle WebCenter Portal*.

Membership Options

Use the Membership Options dialog to set membership-related options for the portal. The settings in this dialog are available to the portal manager (or members with the `Manage Membership` permission).

The Membership Options dialog is arranged in the following sections:

- [Invite Options](#)
- [Membership Self-Service](#)
- [Membership Notification Messages](#)
- [Membership Notification Messages](#)

Invite Options

The Invite Options section of the Membership Options dialog enables portal managers to specify permission to invite other WebCenter Portal users to join the portal. More



Tip:

This section appears only when WebCenter Portal workflows and the SOA connection to the BPM worklist are configured.

Element	Description
Allow Invitations to Join Portal	Select to allow the portal manager (or members with Administration-Manage Membership permission) to invite other WebCenter Portal users to join the portal. Deselect this option to disallow invitations to join the portal.

Membership Self-Service

The Membership Self-Service section of the Membership Options dialog enables managers to establish policies for self-service membership in the portal. [More](#)

Element	Description
Join	<p>Select one of the following: More</p> <ul style="list-style-type: none"> • Do Not Allow Self-Service Membership or Self-Service Membership Change to prevent non-members from joining the portal and members requesting changes to their current membership. • Allow Self-Service Membership or Self-Service Membership Change (All Roles Available) to allow non-members to join the portal and members to request changes to their current membership. <ul style="list-style-type: none"> When you select this option, any WebCenter Portal user can join the portal, and subsequently change their role in the portal, or cancel their membership. If shown, select Portal Manager Approval Required to specify that manager approval is required before the request is granted. This check box displays only when WebCenter Portal workflows are configured. • Allow Self-Service Membership or Self-Service Membership Change (Selected Roles Available) to specify which roles users see on Request Membership and Change Membership pages. The table lists all the roles available: <ul style="list-style-type: none"> Select Enable to offer the role for selection. Deselect Enable to hide a role. If shown, select Approval Required to specify that manager approval is required before the request is granted. This check box displays only when WebCenter Portal workflows are configured.
Remove	<p>If shown, select Manager Approval Required for Self-Service Membership Removal to specify that the portal manager must approve any unsubscription requests. This check box only displays when WebCenter Portal workflows are configured. More</p>

Membership Notification Messages


The Membership Notification Messages section of the Membership Options dialog enables managers to compose notification messages for new and invited members. [More](#)

Element	Description
Add Member Message	Enter a short message to include in membership notifications. Use the message text to welcome new members and introduce your portal.

Element	Description
Invite Member Message	<p>Enter a short message to include in membership invitations to users who are registered with WebCenter Portal. Use the message text to describe the portal and how it might be of use to them.</p> <p>This option displays only when WebCenter Portal workflows and the SOA server are configured for the application. Membership invitations display in a user's worklist (if the SOA server is configured to use BPM Worklist) and the invitation includes an Accept button that the invited party must click to accept the membership invitation.</p>
Invite Non-Registered Users Message	<p>Enter a short message to include in membership invitations to people who are not registered WebCenter Portal users. Use the message text to describe the portal and how it might be of use to them.</p> <p>Membership invitations are sent by mail. The invitation includes a secure URL that the invited party must click to register with WebCenter Portal before gaining access to your portal.</p>

Export Portals

Use the Export Portals pane to export one or more portals. Use this facility to back up or move content between WebCenter Portal installations and stage or production environments. Data from a single portal or multiple portals is exported to a single portal archive (.par file). [More](#)

Element	Description
Portal Name	<p>Lists the portals selected for export.</p> <p>Click  to remove a portal.</p>
Portal Archive	<p>Optionally, enter a new name for the archive (the file extension must be .par).</p> <p>The default file name contains a random number to ensure uniqueness: <code>webcenter_number.par</code></p>
Include Portal Content	<p>Select to include each portal's content folder in the portal archive.</p> <p>A folder is automatically created in WebCenter Portal's content repository for portals to create, manage, and store portal documents (files, folders, wikis, blogs). Only content that is stored in this folder can be exported with the portal. The export does not, for example, include web content or pages displayed through Content Presenter because this information is not stored in the portal's Content folder.</p> <p>Some browsers have settings that restrict the size of downloads. If your export archive is large and does not download, check your browser settings.</p>
Include Shared Assets	Select to include all the shared assets in the portal archive.
Export	<p>Click to export the selected portals.</p> <p>After the export is complete, you can download the archive to your local machine or save the archive to a server location.</p>
Download	<p>Click to save the export archive to your local file system.</p> <p>Your browser downloads and saves the archive locally to the specified location.</p>

Element	Description
Save to Server	Click to open the Save to Server dialog. Enter a location in Archive Location , for example, /tmp, and then click Save . Make sure that you have write permissions on the server directory you specify here.





Related Topics




"Creating Portal Archives" in *Administering Oracle WebCenter Portal*.

"Exporting Online Portals to an Archive Using WebCenter Portal Administration" in *Administering Oracle WebCenter Portal*.

Personalize Pages

Use the Personalize Pages page to manage your personal view of pages in the Home portal.

Element	Description
 Create Page	Click to either: <ul style="list-style-type: none"> Open the Create Page dialog where you can specify the name and style for a new personal page. Immediately create a new personal page with preset defaults, as specified in the Set Page Defaults dialog. More
 Set Page Defaults	(If made available by system administrator) Click to open the Set Page Defaults dialog to select a default Page Style for your new personal pages in the Home Portal and to enable or disable one-click creation. In the Set Page Defaults dialog, Enable One-Click Page Creation determines whether you can override the default Page Style selection: <ul style="list-style-type: none"> Select Yes to specify that new personal pages must always use the Page Style chosen here. This enforces a common look and feel across your personal pages by overriding the Create Page dialog, and creating pages directly using this style. Select No (default) to specify that you can create personal pages with a different style. with the selected Page Style displayed as the initial style in the Create Page dialog. Note: Make sure that the page style you select does not contain any content publishing components. Content publishing is not supported in personal pages. More
Filter	Enter a full or partial search term, then click  to refresh the list with all pages for which a match is found in Name or Created By . To clear the current search string and display all pages, click  .

Element	Description
 Show or hide the filter panel	<p>Click to display a filter panel above the page list.</p> <p>Enter a full or partial search string above the Name, Category, and/or Created By columns.</p> <p>Note: Valid category names include <i>System Page</i>, <i>Business Role Page</i>, or <i>Personal Page</i>.</p> <p>Click the icon again to close the panel and apply the filter. The filter continues to control the list of pages until you clear your filtering terms.</p> <p>To clear the current filter and display all pages, clear the filter panel fields and press Enter.</p>
Name	Lists the names of pages available to you in the Home Portal. Click a name to open the page.
Reorder	<p>Click the reorder icons () to change the order of pages in your view.</p> <p>Note: You can also reorder pages by dragging and dropping the page names.</p>
Show Page	<p><input checked="" type="checkbox"/> Page is shown as a tab in your view of the Home Portal. Click to deselect the check box and hide the page in your view.</p> <p><input type="checkbox"/> Page is currently hidden in your view of the Home Portal. Click to select the check box and show the page in your view.</p> <p>Even if a page is hidden when viewing the Home Portal, you can still access the page by clicking the page name here.</p>
Category	Indicates the page type, where available. Page type categorizations include system pages and business role pages—created by your system administrator—and the personal pages you create. These page types exist only in the Home Portal.
Created By	Identifies the user who created the page. Click the user name or its associated Presence icon for instant contact options.
Last Modified	Specifies the date and time when the page was last modified.
Actions	For a selected page, click  to perform any of the following page actions that are available to you, depending on your permissions:
Edit Page	Open the personal page in the page editor. More
Reset Layout	Remove all of your user customizations from your view of the page, such as personal rearrangements of page objects (for example, moved task flows), expand collapsed task flows, return resized task flows to their original dimensions, and so on. Only your personal user customizations are removed. Other users are unaffected. More
Copy Page	Open the Copy Page dialog, where you can enter a name for a copy of the personal page, and open the new page in the page editor for editing. The new page appears only in your personal view. More
Rename Page	Open the Rename Page dialog, where you can enter a new name for the personal page. This action affects all users or portal members who have access to the page. More
Set Page Access	Open the Set Page Access dialog, where you can customize the security for the personal page by setting permissions for available user roles. This action affects all users or portal members who have access to the page. More

Element	Description
Edit Source	Open the Edit Source dialog where you can edit the page in the source HTML.
Delete Page	Open the Delete Page dialog to confirm deletion of the personal page. This action affects all users or portal members who have access to the page. More
Send Mail	Compose a mail message, prepopulated with a link to the page and to the Home Portal or current portal. More
About This Page	Open the Page Information dialog, which shows Name, Created By, Date Created, Last Modified, and Direct URL to the page. More



Related Topics




"Creating and Managing Personal Pages" in *Using Portals in Oracle WebCenter Portal*

Portal Browser

Use the portal browser to view all the portals that are available to you. Your role and permissions determine the actions you can perform.

By default, a portal is shown in the portal browser as a color tile, overlaid with an acronym and portal name. In the portal administration settings, you can change the display of a portal in the portal browser to its logo. More














Element	Description
Enter Keyword	<p>Enter a full or partial search term, then press Enter (or click ) to show all portals for which a match is found in the Title, Description, or Keywords (specified when the portal was created or on the General page in the administration settings for the portal).</p> <p>To display all portals, delete the search string, then press Enter (or click ) to refresh the portal browser with all portals.</p> <p>Note: The Home portal and Administration pages are not included in search results.</p>
Show	<p>Choose the category of portals to show on the page:</p> <ul style="list-style-type: none"> • All Portals to show all portals available to you, both public and private. Portals defined as <i>hidden</i> when created are not shown. • Joined to display portals of which you are a member. • Managed to display portals for which you have portal manager privileges. • Closed to display portals available to you that have been closed by the portal manager. The content of a closed portal remains accessible and searchable to those who still want to reference it and portal members can continue working in the portal either by selecting Closed, or by direct URL (<code>http://host:port/webcenter/portal/portalName</code>). <p>More</p>
Sort By	<p>Choose a sort order for the portals listed on this page:</p> <ul style="list-style-type: none"> • Name to order alphabetically. • Most Active to order from greatest to least activity. • Last Accessed to order from most to least recently accessed. • Popularity to order by most to least often accessed.















Element	Description
Create Portal	Click to create a new portal. More
Administration	Click to navigate to WebCenter Portal administration for all portals. More
Home Portal	Click to navigate to the Home portal. More
Other portals	Click a portal tile to open it.
	<p>The Security icon () indicates that the portal is secured and some action, like edit or change membership, and may not be available to you.</p> <p>Click  to display a menu of portal actions. The actions available to you are determined by your role and permissions in the portal.</p> <p> Click to display a list of portal actions. The menu may include all or some of the following actions, depending on your role and permissions in the portal:</p> <ul style="list-style-type: none"> • View opens a view of the portal. • Edit opens the portal's home page in the portal editor. More • Administer opens the portal administration settings pages. More • Contact opens a submenu that includes: <ul style="list-style-type: none"> Subscribe opens the Subscribe dialog, where you can select notification messages that you want to receive from the portal. More Send Mail to Members and Send Mail to Portal Managers open a pre-addressed message composer. The members option opens a mail message that is addressed to everyone who is a member of the portal. The managers option opens a mail message that is addressed to everyone assigned the role of portal manager in the portal. More • Membership opens a submenu that includes: <ul style="list-style-type: none"> Change Role opens a dialog with controls for requesting a role change or canceling your membership in the portal. More Cancel Membership cancels your membership in the portal. More • About opens a submenu that includes: <ul style="list-style-type: none"> Portal opens the About Portal dialog, which contains information about the portal. More Share Link opens the Share dialog, which allows you to share the portal URL with others. More • Delete to delete the portal. More

Portal Editor

Use the portal editor to:

- Create pages, subpages, and other navigation items in the current portal, adding them to the portal navigation.
- Edit pages in the [Page Editor](#) to revise the layout and content of portal pages, and wire parameters, pages, task flows, and portlets to each other.
- Manage portal pages and other items in the portal navigation on the [Page Information](#) tabs, including viewing and modifying page information, adding and deleting parameters, viewing page source code, establishing page security, and specifying additional navigation options.

Element	Description
 Back to All Portals	Click to return to the portal browser.
 Pages	Click to show or hide the pages navigation pane.
 Drafts	Click to open the Publish Pages dialog to publish page drafts for others to view. More
 Security	Click to open portal administration security settings, where you can set access level, define roles and permissions, and manage membership. More
 General	Click to open the portal administration general settings, where you can modify the title (name) and description, and perform general actions on the portal, such as closing the portal, adding RSS feeds, or deleting the portal. More
 Settings	Click to open the portal administration settings where you can define the look and feel of the portal. More
 Assets	Click to open the portal administration assets settings, where you can manage portal assets such as page templates, resource catalogs, skins, and more. More
 Device	Click to open the portal administration device settings, where you can manage devices and device groups in a device-enabled portal. More
Settings	
 Tools and Services	Click to open the portal administration tools and services settings, where you can enable and disable tools and services operating in the portal, such as Documents, Events, and Lists. More
 Deploy	(Portal Server: Deploy permission only) Click to open the portal administration deployment page, where you can deploy the portal to a target server. Note that you will only this icon if you have a role that has Portal Server: Deploy permissions. More
Name or description field	Enter a string to filter the selection list by navigation items whose name or description matches the string.
 Refresh	Click to refresh the portal navigation list when viewing all items.
 Show/Hide Catalog	Click to open or close the resource catalog.
Navigation Pane	Add, move, and manage pages and other items in the portal navigation. <ul style="list-style-type: none"> Click a page name to either display the page in the Page Editor or display the page Page Information. Click non-page item names to displays the item Page Information. Click the Actions icon  for any item, and select available actions:

Element	Description
 Page Information or Edit	(Pages only) Depending on the current view, click: <ul style="list-style-type: none"> • Page Information to view page Page Information on the Summary, Parameters, Source, Security, and Advanced tabs. More • Edit to open the page in the Page Editor. More
  Add	Click to select from the menu any of the following items to add to the portal navigation: <ul style="list-style-type: none"> • New Page to add a new page, specifying a page style and title. More • New Subpage to add a new subpage of the currently selected page, specifying a page style and title. More • New Page Variant to add a variant of the currently selected page that displays for device groups. More • Page Link to add an existing page. More • Content Item to add a document. • Content Query to add a collection of documents that meet specific query criteria. • Link to add a link to a web page, portal page, portlet, task flow, or external application. • Pages Query to add a list of pages. • Portal Query to add a link to another portal on the Portal Server. • Folder to add a folder to the portal navigation. • Separator to add a separator to the portal navigation.
 Copy	Click to copy the page, creating a new page, added to the portal navigation with the same name followed by <code>copy</code> . More
	Click to delete the page and its subpages. More
 Delete	
	Click to move the selected item up or down in the navigation. More
 Move Up	
 Move Down	
	Click to change the hierarchy of the selected item. More
 Indent	
 Outdent	
 Save As Page Style	Click to save the page as a new page style or to replace an existing custom page style. More
 Refresh from Page Style	Click to refresh the page to show changes made to its page style. More

Portal Templates







Use the Portal Templates page to view all the portal templates that are available to you, including:

- Portal templates that you create and own
- Out-of-the-box portal templates
- Published portal templates available for general use

Your role and permissions determine which additional actions you can perform on this page:

- To create a new portal template, rename, hide, or delete a portal template that you own, you need the `Portal Templates-Create` permission.
- To publish a portal template that you create for others to use, you need the `Portal Templates-Manage All` permission.

More

Element	Description
 Create	Click to open the Create Portal Template dialog, where you can create a new portal template. More
 Actions menu	Select a template and click Actions to perform any of the following actions on the template:
About Portal Template	View information about the portal template. More
Rename Portal Template Display Name	Open the Rename Portal Template Display Name dialog, where you can give the selected template a new name and optional description. This action is available only to template creators and users granted <code>Portal Templates-Manage All</code> permission. More
Set Template Access	Open the Set Template Access dialog, where you can grant access to the selected template. This action is available only to template creators and users granted <code>Portal Templates-Manage All</code> permission. More
Make Public	Publish one or more selected templates to all users. This action is available only to template creators with <code>Portal Templates-Manage All</code> permission, who can publish their private templates on their Portal Templates page. Other users, even if they have the <code>Portal Templates-Manage All</code> permission, will not see private templates created by other users here. However, the application specialist (or users with <code>Portal Templates-Manage All</code> permission) can view and manage all private templates on the application-level Portal Templates page. More
Remove Public Access	Hide one or more selected public templates from all users. This action is available only to template creators and users granted <code>Portal Templates-Manage All</code> permission. More
Delete Portal Template	Permanently remove one or more selected templates from WebCenter Portal. This action is available only to the template creators and users granted <code>Portal Templates-Manage All</code> permission. More
Filter	Enter a full or partial search term, then click  to refresh the list with all portal templates for which a match is found in the name or description. To clear the current search string and display all portal templates, click  . More
 Refresh	Click to refresh the list of portal templates. Make sure that any prior search is cleared (click ) , and no filter is specified in the filter panel.

Profile

The Profile page is for viewing contact information, the activities of your connections, your personal document library, your location in the organization's hierarchy, and a list of the documents you access the most.

Look at other people's Profile pages to see the same information about them.

All Profile pages include the following information:

- [Contact Information and Overview](#)
- [Activities](#)
- [Connections](#)
- [Documents](#)
- [Organization](#)
- [About](#)

More

Contact Information and Overview






The Profile page provides contact information and an overview of connections and business contacts. This information appears on the Profile page no matter which subtab is selected.

Element	Description
Contact information	Shows contact information such as profile photo, user name, email address, phone number, local time, and so on. You can perform actions on contact information: <ul style="list-style-type: none"> • Click the email address to start an email. • In your own profile, click either Edit Profile, your profile photo, or one of the editable contact information elements to edit your information. (Editable contact information elements show a box around them when you mouse over the element.)
Edit Profile	When viewing your own profile, click Edit Profile to edit your contact information. More Notes: <ul style="list-style-type: none"> • The Edit Profile button is available only when viewing your own profile. • The information you see and the information you can edit depends on settings configured by your system administrator.
Connect	When viewing another person's profile, click Connect to send a connection invitation to them. Note: The Connect button is available only when viewing the profile of a person you are not connected to.
Download vCard	When viewing a profile, click Download vCard to download that person's electronic business card (a .vcf file).
Business Contact	Lists the business contact information of the person profiled. The information shown under Business Contact is determined by your application administrator. More

Element	Description
Connections	<p>Lists your connections.</p> <ul style="list-style-type: none"> Click a connection to navigate to that person's profile. Click See all your connections to open the Connections tab. <p>The See all your connections link appears when you have at least one connection.</p>







Activities

The Profile page Activities tab is for posting and sharing content, like updates, documents, and links, and for viewing and interacting with the content you and others have posted. More

Element	Description
Text box	<p>When viewing your own profile, enter a message in the box to post to your activity stream.</p> <p>When viewing another person's profile, enter a message in the box to post to that person's message board. If you do not want all of your connections to see the message, select Private, so only that person can view your message.</p>
Attach: File	<p>Click to post a file to the activity stream.</p> <p>Note: Attach: File is available only when viewing your own profile.</p>
Attach: Link	Click to post a link to the activity stream.
Publish	<p>Click to publish your message, file, or link to the activity stream.</p> <p>Note: When you attach a link, the Publish button is not enabled by default. You must hover over the Publish button to enable it.</p>
Recent Activities	Shows streaming activities. Each activity includes the profile image of the person who performed the activity, their name, the action performed, actions you can take on the activity (comment, like, share), and when the activity took place.
User name	Shows the name of the person who performed the activity. Click the name to view the user's profile.
Activity	Shows the activity performed. If the activity includes creating an object (for example, a portal, a page, or a document), you can click the object to view it.
	<p>Mouse over a message and  appears. Click  to delete the message.</p> <p>Note:  appears only for messages and not for any other activity.</p>
Comment	Click to comment on the activity (for example, to respond to a message or give feedback on an attached file).
Like	Click to show that you like a particular activity. Liking an activity makes it appear in your connections' activity stream, so you can use liking as a way to share portal activities.
Share	Click to share the activity with your connections. More
	Click to refresh the list of activities.

Connections



The Profile page Connections tab is for viewing and managing your connections. More

Element	Description
 Invite People	Click to invite someone to be your connection. More Invite People is available when the SOA server is configured.
	Click to list the unanswered invitations in your queue. Each listed name includes the person's profile photo and position. Click the name to view that person's profile. You can accept, decline, or ignore a pending invitation. More
Organize	Click to organize your connections into connection lists. In the Organize Connections and Lists dialog, you can create or delete connections lists, add or remove connections from lists, or remove connections. More
Show	Select the type of connections you want to list: <ul style="list-style-type: none"> • All Connections—Show all of your connections. • Pending Invitations—Show a list of the unanswered invitations in your queue. In this view, you can accept, decline, or ignore an invitation. • Sent Invitations—Show the users to whom you have sent invitations to connect but who have not replied. <p>To send an email to someone you invited to be a connection, click . To revoke an invitation, click Remove. The invitation will disappear from the other user's list of pending invitations.</p>
Filter	Enter a name or part of a name in the box and click  to filter the list of connections. Click  to clear the filter.
	Click to refresh the list of connections.
Users	Each user in the list includes the user's photo, user name, and job title. Click the user's name to view the user's profile.


Documents

The Profile page Documents tab is for viewing and accessing the documents and folders in the Public folder of your personal document library. More

- Click a folder to open it and to and navigate to subfolders. Use the breadcrumbs at the top of the list to navigate back.
- Click a file to open it on a Preview tab. Use tab controls to adjust your view. If the file type does not support a preview (for example, .mp3 music files, video files, or .zip files), the preview pane lists file properties. Use the **Back** link to navigate back.
- Click in a row (not on the folder or file name) to view information about the file or folder. Right-click anywhere in the row to select actions to perform on the folder or file.
- Select the check box next to a file or folder to show a row of action icons above the list.

Element	Description
Browse menu	Click to show and navigate all the Libraries you can access. Note: This action removes the folder search criteria and shows the Libraries page.
Search field	Click to show and search all the documents you can access. Note: This action removes the folder search criteria and shows the main document search page.
[user] menu	Use the options on this menu to search for all library elements that include your name (for example, as the author of a document); get a link to your personal library; and view library properties.
Upload menu	Use the options on this menu to upload files to a library. You can do a standard upload or select an upload profile to upload only files that fit the profile's parameters.
	Click to create a new folder in your personal library.
Select menu	Use the options on this menu to select everything listed in your current view (All) or to deselect all selections (None).
Sort By menu	Select a column heading from the menu to apply a sort order of your current view.
View menu	Click to select the current view to show: <ul style="list-style-type: none"> • Search—Search for a folder or document • Browse—Browse available document libraries • Favorites—View a list of your favorite folders and documents • Clipboard—Access various renditions of an uploaded file (more) • Home—Returns you to the top view of your folders and files
	Click to refresh your view of the library.

Organization

The Profile page Organization tab is for viewing a detail of your company's organization chart. This view shows the current user's position in the company hierarchy. On the Organization tab, you can click through three views of the current user's Profile information (by clicking the left and right arrows ). Different views show the current user's contact information; the user's address and current time in the user's locale; and a summary "About Me" statement. You can also expand, contract, or isolate your view of a particular user by clicking the controls below that user's details.

About

The Profile page About tab is for viewing additional profile details. The information shown on this tab depends on the settings configured by your system administrator.

Publish Pages

Use the Publish Pages page to select the portal pages that are ready to publish. When page drafts are enabled in the portal administration settings, newly created pages and page edits are not visible to other users until you publish the page. Page publishing is available to the portal manager or members with the portal-level permission `Basic Services: Edit Page Access and Structure` (standard permissions) or `Pages: Publish Pages` (advanced permissions). [More](#)

Element	Description
Page Title	Select the checkbox next to each page draft that you want to publish or delete.
Last Modified	Shows the date, time, and user who last modified the page to create the latest page draft.
Last Published	Shows the date, time, and user who last published the page.
Delete	Select a page and click the Delete icon to delete the page draft. This deletes the page draft only, not the page itself.
Publish	Click to publish the selected page drafts.

Security

Use the portal administration Security page to set security on the portal, such as access level, defining roles and permissions, and managing membership. More

The portal administration Security page is arranged in the following tabs:

- [Access](#)
- [Roles](#)
- [Members](#)




Access

The Access tab of the portal administration Security page enables you to change the access to the current portal. More

Element	Description
Access Level	<p>Select one of the following, depending on how you want the portal to be exposed:</p> <ul style="list-style-type: none"> • Public: Anyone can visit the portal, whether or not they are a registered WebCenter Portal user. When this setting is selected, public users are automatically granted <code>View Pages</code> and <code>Content</code> permission in the portal, which allows public users to view pages, lists, events, links and notes. To view announcements, discussions, and documents, public users need to be explicitly granted permissions for these tools. • Private: To access the portal, membership is required (either through invitation or self-registration, if enabled). The portal will be shown in the list of available portals in the portal browser and will appear in search results. The permissions of the <code>Administrator</code> role allow administration of private portals (such as modifying portal membership), but the portal pages and content are viewable only by portal members. • Hidden: To access the portal, membership is required (through invitation). The portal will <i>not</i> be shown in the list of available portals in the portal browser and will <i>not</i> appear in search results. Members can access the portal through direct URL. The permissions of the <code>Administrator</code> role allow administration of hidden portals (such as modifying portal membership) on the WebCenter Portal administration All Portals page, but the portal pages and content are viewable only by portal members.

Roles

The Roles tab of the portal administration Security page enables you to manage permission assignments for existing roles. You can also create new roles and delete roles no longer required. [More](#)







Element	Description
 Create Role	<p>Click to create a custom role or select one of the built-in roles of <code>Delegated Manager</code>, <code>Viewer</code>, or <code>Participant</code>.</p> <ul style="list-style-type: none"> If you select one of the built-in roles, the role is created and appears in the table. If you select to create a custom role, the Create Role dialog opens, where you can define a new role or create the built-in roles, specifically for members of this portal. <p>More</p>
 Edit Permissions	<p>Click to open the Edit Permission dialog to edit the permissions for a selected role. Select or deselect permission check boxes to enable or disable permissions for a role.</p> <p>Take care to assign appropriate access rights when assigning permissions for new roles. Do not allow users to perform more actions than are necessary for the role, but at the same time, try not to inadvertently restrict them from activities they need to perform. More</p> <p>Note: If you are working with a portal that was imported from a previous version of WebCenter Portal, you may see different permissions. Such permissions are only provided for migration purposes and do not apply to any new portals that you create with this release.</p>
 Remove Role	<p>Click to delete a selected role. More</p> <p>Note that the <code>Portal Manager</code>, <code>Authenticated-User</code>, and <code>Public-User</code> roles cannot be deleted.</p>
Advanced Permissions	<p>Click to create roles with more detailed permissions. More</p> <p>A simple permission model is provided for all portals by default. Portal managers will find these permissions adequate for most implementations.</p> <p>If you require a more granular permission set, click Advanced Permissions. The detailed view provides additional permissions for pages and individual tools and assets, rather than setting the same permission for all tools or all asset types.</p> <p>Important: Once you switch to using advanced permissions, you cannot revert to the simple/standard model.</p>
Name Description Members	<p>Lists available roles, role descriptions, and displays the number of members assigned to each role. More</p>






Members

The Members tab of the portal administration Security page enables portal managers (or members with the `Manage Membership` permission) to manage the members of a portal.

You can add or invite any WebCenter Portal user or group to become a member of a portal. You can also recruit members outside of the WebCenter Portal community if your system administrator has enabled this capability.

[More](#)

Element	Description
 Add People	Click to add or invite individual users to the portal. More
Add People (entry field)	Enter a full or partial search string, then click  to find the users for which a match is found. More
Name	Lists the names, mail addresses, and user IDs of all users matching the search results.
Mail	
User ID	
 Add Groups	Click to add individual groups to the portal. More
Add Groups (entry field)	Enter a full or partial search string, then click  to find the groups for which a match is found. More
Display Name	Lists the display names, descriptions, and names of the all groups matching the search results.
Description	
Name	
 Invite People	<p>Invite People is available when the SOA server is configured.</p> <p>Click to send membership invitations to prospective members:</p> <ul style="list-style-type: none"> <p>Invite Registered Users More</p> <p>Membership invitations are sent through mail messages (using the SOA server) and through the invited user's worklist (if WebCenter Portal workflows are configured to see the SOA server for BPM Worklist). Invitations include a message that you compose and a URL that links to the portal.</p> <p>Invite Non-Registered Users More</p> <p>Select to enter mail addresses of people who are not registered WebCenter Portal users, select a role for the specified users, and click Invite. Membership invitations are sent through mail messages (using the SOA server).</p> <p>Invitations include a message that you compose and a URL that links to the portal. Upon accepting the invitation, non-registered users must register with WebCenter Portal before gaining access to the portal.</p> <p>The system administrator must have enabled Allow Self-Registration Through Invitations and Allow Public Users to Self-Register.</p>
Select Role	<p>Select the role you want to apply to the selected users or groups.</p> <p>The list includes all the roles listed on the Roles page, except <code>Public-User</code> and <code>Authenticated-User</code>. If the existing roles do not meet your requirements, consider creating a new role.</p>
Add	Click to add the selected users or groups as portal members.
 Remove	<p>Click to remove the users or groups selected in the Members area from the portal. More</p> <p>To select multiple members, Ctrl+click all the members you want to remove.</p>

Element	Description
 Assign Roles	<p>Click to open the Assign Roles dialog, and select one or more available roles for the users or groups selected in the Members area, then click Assign.</p> <p>The list includes all the roles listed on the Roles page, except <code>Public-User</code> and <code>Authenticated-User</code>. If the existing roles do not meet your requirements, consider creating a new role.</p> <p>To select multiple members, Ctrl+click all the members whose role want to change.</p>
 Options	Click to open the Membership Options dialog, where you can set membership self-service options, and enter notification messages for adding and inviting new users.
 Mail Members	Click to send an email to all members of the portal.
Filter	Select a role from the list to display a list of members with that role. Alternatively, select All Members .
Search	<p>Enter a full or partial search term, then click  to refresh the members list with a list of members whose name match the search term. More</p> <p>Click  to remove any search criteria and display all members.</p>
Members Member Since Role	<p>Lists the names of all portal members, the date and time last active in the portal, the date and time added to the portal, and the role assigned to each member in the portal.</p> <ul style="list-style-type: none"> To view the members of a group, click the group name. To view a user's information, click the user's icon to open a dialog showing contact information, and links to the user's profile and documents. <p>If the member is assigned to multiple roles, move your cursor over the row to view the roles to which the member is assigned.</p>

Settings

Use the portal administration Settings page to specify general settings for the current portal. The settings on this page are available to the portal manager (or members with the `Manage Configuration` permission). More

The portal administration Settings page is arranged in the following sections:

- [Page Drafts](#)
- [Assets](#)
- [Options](#)
- [Devices](#)
- [Attributes](#)
- [Icon and Logo](#)



Page Drafts


The Page Drafts section of the Settings page enables you to specify whether changes to portal pages are applied immediately, or applied to a page draft that must be published to allow others to view the changes. [More](#)

Element	Description
Enable	Select to apply page updates to page drafts. This allows users to refine their changes in draft mode in one or more editing sessions. When satisfied with the page updates, an approver can publish the page. More Deselect to apply page updates immediately, without creating a page draft.

Assets


The Assets section of the Settings page enables you to establish the default settings for the portal assets (page template, skin, and resource catalogs for pages and page templates).

Element	Description
Page Template	<p>By default, a portal inherits the page template defined for the portal template that you select when you create the portal. If the portal template does not specify a page template, the portal uses the default page template specified by the system administrator for all portals. Optionally, select a different page template for the portal, overriding the portal template setting and the application setting.</p> <p>The list displays out-of-the-box page templates and custom templates added to the application or the portal.</p> <p>[system default] applies the page template specified for the application by the system administrator.</p> <p>Click the Advanced edit options icon  next to the dropdown list to enter an EL expression that determines the page template dynamically based on certain criteria.</p> <p>Each page template works together with a skin to determine the overall look and feel of the pages in your portal. A page template can define a preferred skin to identify the skin that works best with that page template. When a page template is selected for a portal, the default skin automatically updates to the page template's preferred skin, if it has one.</p> <p>More</p>
Skin	<p>By default, a portal inherits its skin from the application-level settings. Optionally, select a different skin for the portal, overriding the application setting. When you change the skin for a portal, the skin is applied to all the pages of the portal. However, the portal administration pages are not affected. They always appear with the default skin, <i>Alta</i>.</p> <p>The list displays out-of-the-box skins and custom skins added to the application or the portal.</p> <p>[system default] applies the skin specified for the application by the system administrator.</p> <p>Click the Advanced edit options icon  next to the dropdown list to enter an EL expression that determines the skin dynamically based on certain criteria.</p> <p>If the page template selected for the portal defines a preferred skin, the default skin automatically updates to the page template's preferred skin. Changing the default skin to something other than the preferred skin for the selected default page template may produce unexpected results.</p> <p>More</p>

Element	Description
Resource Catalog for Pages	By default, a portal inherits the resource catalogs for its pages and the page template from the application-level settings. Optionally, select different resource catalogs for the portal, overriding the application settings.
Resource Catalog for Page Templates	<p>The lists display out-of-the-box resource catalogs and custom resource catalogs added to the application or the portal.</p> <p>[system default] applies the resource catalog specified for the application by the system administrator.</p> <p>Click the Advanced edit options icon  next to the dropdown list to enter an EL expression that determines the resource catalog dynamically based on certain criteria.</p> <p>More</p>

Options

The Options section of the Settings page enables you to modify the copyright and privacy URL for the portal, choose whether to display or hide the page footer displaying this information, and set a default language for the portal.

Element	Description
Footer	<p>Select to display a page footer at the bottom of the portal. The page footer can display copyright details for the portal and a link to its privacy statement.</p> <p>Deselect the check box to hide the page footer.</p> <p>More</p>
Copyright	<p>Enter a suitable copyright statement for the portal. The copyright statement displays in the page footer at the bottom left of the portal.</p> <p>If no copyright information is required, remove the existing contents and leave this field blank.</p> <p>More</p>
Privacy URL	<p>Enter a fully qualified URL for the location of the portal privacy policy (for example, http://www.oracle.com/html/privacy.html). The Privacy Statement link displays in the page footer at the bottom of the portal.</p> <p>If no privacy information is required, remove the existing contents and leave this field blank.</p> <p>More</p>
Default Language	<p>Select a language for the portal to control the language in which the user interface (UI) elements such as button and field labels, application links, and screen text render. The portal will always display using this language setting, which is given precedence over all other language settings (within the scope of viewing the portal).</p> <p>Click Customize to display a dialog where you can select from all available languages a subset of languages to display in the Default Language menu.</p> <p>To specify a variable value, click the Advanced edit options icon  to open an Expression Language (EL) editor.</p> <p>More</p>

Devices

The Devices section of the Settings page enables you to specify the page behavior when using a device (such as an iPhone) when no page variant exists for the device group to which that device belongs, *and* the device group is not the default device

group for the portal. This sets the page fallback behavior for all pages in the portal.
More



Element	Description
Page Fallback	<p>This setting is honored based on the following rules:</p> <ul style="list-style-type: none"> If the request is from a device in the default device group for the portal, then the default (base) page will be displayed no matter what is set for Page Fallback. More <p>Note: This means that even if there is a page variant for the device group, the default (base) page will be displayed.</p> <ul style="list-style-type: none"> If the request is from a device that is <i>not</i> in the default device group for the portal, then: <ul style="list-style-type: none"> If there is a page variant for that device group, the page variant is displayed on the device. If <i>no</i> page variant exists for the device group, then the Page Fallback setting is used by the device: <ul style="list-style-type: none"> Display default page to display the original base page on the device. Display no page to display the Page Not Available page on the device.

Attributes

The Attributes section of the Settings page enables you to specify additional information (metadata) for the current portal. Every portal includes built-in attributes such as name, description, date created, icon, and so on. In addition to these built-in attributes, you can add custom attributes that are unique to the portal and its characteristics. Custom attributes are propagated throughout the portal. More

Any portal page, task flow, or portlet that delivers content based on parameter values can accept custom attribute values and display content accordingly. Typically, custom attribute values are retrieved using Expression Language (EL), but you can also set custom attributes to static values.

When you create a new portal that is based on a portal template that includes custom attributes, the new portal inherits the template's custom attributes and their values.

Element	Description
 Add Attribute	Click to open the Add Attribute dialog to create a new portal attribute.
Name field	A non-editable existing portal attributes name.
Value field	An editable portal attribute value.
	Click to display the Delete Attribute dialog to confirm your request to remove the associated attribute from the portal.

Icon and Logo

The Icon and Logo section of the Settings page enables you to change the icon, logo, and preview image associated with the portal.

The image files can be up to 150 KB. Supported file types are `.gif` or `.GIF`, `.png` or `.PNG`, and `.jpg` or `.JPG`. If the file is not uploading, check the size of the file you are trying to upload. The file name must contain alphanumeric characters only.

Element	Description
Icon	<p>The current portal icon, which displays alongside the portal display name in menus, such as the Portals menu. More</p> <p>A default icon is assigned by the portal template used when you create the portal. Click Change to open the Select Icon dialog, where you can upload a new icon image, or enter the URL to an icon image. The icon image file should be no larger than 16 x 16 pixels for best results.</p>
Logo	<p>The current portal logo, which displays alongside the portal name in larger areas, such as at the top of the portal. It also serves as the portal tile in the portal browser when Show portal logo instead of color tile is selected. If the portal is saved as a portal template, then the logo is used in the portal creation wizard to represent the portal template on the template selection page. More</p> <p>A default logo is assigned by the portal template used when you create the portal. Click Change to open the Select Logo dialog, where you can upload a new logo image, or enter the URL to a logo image. The logo image file should be no larger than 64 x 64 pixels for best results.</p>
Preview Image	<p>When you use the current portal as the basis for creating a new portal template, this is the image that represents a preview of a new portal created with the portal template. This image is exposed in the portal creation wizard in the preview pane on the portal specification page. More</p> <p>A default preview image is assigned by the portal template used when you create the portal. Click Change to open the Select Preview Image dialog, where you can upload a new preview image, or enter the URL to a preview image.</p>
Show portal logo instead of color tile	Select to change the display of the portal in the portal browser from a color tile to its logo.

Related Topics

"Expression Language Expressions" in *Developing for Oracle WebCenter Portal*

Share

Use the Share dialog to share a link to the current portal. This task is available to the system administrator or portal manager (or members with the `Manage Configuration` permission). More

Element	Description
Input field	Optionally, enter a comment to appear with the link.
Share with	<p>Select who you want to share the link with:</p> <ul style="list-style-type: none"> • Everyone to share the link with all members of the current portal in their activity streams. This is useful to notify members of updates to the portal. • Portals to open the Select a Portal dialog, where you can select a portal to share the link in the activity streams of all members of the selected portal. This is useful for sharing information with members of other portals who may be interested in your portal.

Element	Description
Publish	Click to publish the URL to the activity streams of all users or groups who have permission to access the portal, along with your comments, if entered. Note: When you attach a link, the Publish button is not enabled by default. You must hover over the Publish button to enable it.

Tag Center

Use the Tag Center to view all personal and shared tags that you or other users have applied to WebCenter Portal items and to access the items that are tagged.


The Tag Center is divided into three areas:



- [Tag Cloud](#)
- [Refine Tag Results](#)
- [Tagged Items](#)

More

Tag Cloud

The Tag Cloud panel provides a view of all personal and shared tags. Select from Cloud view and List view.

Element	Description
Search Tags	Enter a term, and click the Search icon. All tags that include the term display in the Tag Cloud. The All Tags/My Tags list updates to include all tags containing ' <i>searched_tag_name</i> '. For example, if you search for the term <code>project</code> , then the tags <code>project-x</code> and <code>project-y</code> display in the Tag Cloud. The filtering list includes All Tags, My Tags, All tags containing 'project', and My tags containing 'project' .
 Switch to List/Cloud View	Click to toggle between the Tag Cloud and the Tag List. The Tag Cloud provides a visual depiction of user-generated tags. Tags are clustered according to your selected sorting option. The importance of a tag is shown with font size; that is, the larger the font, the more frequently the tag was applied to that item. This makes it easy to find the most frequently used tags. The tags in a tag cloud are linked to a list of items to which the tags are applied. Click a tag to display the items to which it is applied in the right panel of the Tag Center. The Tag List is a list of user tags that are linked to a list of items associated with the tag. Click a tag to display the items to which it is applied in the right panel of the Tag Center. The Tag List is arranged according to your selected sorting option.

Element	Description
 Sorting Options	<p>Click to open the Sort Options dialog to arrange the display of the Tag Cloud. Choose from:</p> <p>Sort By:</p> <ul style="list-style-type: none"> • Name—Sort tags from 1 to 9 and then A to Z (ascending) or Z to A and then 9 to 1 (descending) • Date—Sort tags from the most recently added to the oldest (ascending) or from the oldest to the most recently added (descending) • Popularity—Sort tags from the least frequently applied to the most frequently applied (ascending) or from the most frequently applied to the least frequently applied (descending) <p>Sort Direction:</p> <ul style="list-style-type: none"> • Ascending—Arrange tags from their lowest to highest value within their sort order. • Descending—Arrange tags from their highest to lowest value within their sort order. <p>Click the Sort button to apply your sorting selections. Click Cancel to exit without sorting.</p>
 Refresh Tags	<p>Click to refresh your view of the Tag Cloud.</p> <p>The Tag Cloud updates with any applied tags, and newly removed tags are removed from display.</p>
All Tags/My Tags	<p>A list for filtering the Tag Cloud to display only the tags you applied or all applied tags.</p>
Tag Cloud	<p>The display area for tags.</p> <p>What is shown depends on whether the Tag List or Tag Cloud is selected:</p> <ul style="list-style-type: none"> • The Tag Cloud displays tags in a mass according to your Sorting options. Tags are shown in different font sizes according to how often they have been used. The selected tag displays as bold and includes an associated Clear Selection icon (✕). Use the Clear Selection icon to unselect the selected tag in the cloud. The Tagged Items panel refreshes to display all tagged items. • The Tag List displays tags in a list, according to your sorting options. The selected tag is highlighted and includes an associated Clear Selection icon (✕). Use the Clear Selection icon to unselect the selected tag in the list. The Tagged Items panel refreshes to display all tagged items.

Refine Tag Results

The Refine Tag Results panel provides methods for further narrowing the display of tagged items. Additionally, you can use controls in the **Refine Tag Results** area to reset the Tag Center to display items tagged with a refinement tag or by a refinement user name.

Selecting a different tag in the Tag Cloud removes all refinements.

Element	Description
Tagged With	<p>A list of other tags used on one or more of the same items as the current tag.</p> <p>Select one or more refinement tags to limit the displayed tagged items to only those instances that include the current tag and any refinement tags. For example, if the current tag is <code>jcr</code>, and you select the refinement tag <code>specifications</code>, then links to only those items tagged with both <code>jcr</code> and <code>specifications</code> appear in the Tagged Items panel.</p> <p>After you select a refinement, a Clear Selection icon (✕) appears next the refiner. Click the Clear Selection icon to remove the applied refiner. The Tagged Items panel refreshes to display tagged items without the refiner.</p> <p>Optionally, click the Clear current selection and select refiner_name icon (⊕) to the right of the refinement tag to display all items tagged with the refinement tag in the Tagged Items panel.</p>
Tagged By	<p>A list of users who applied the current tag.</p> <p>Select a refinement user to limit the displayed tagged items to only those instances tagged with the current tag and tagged by the refinement user. For example, if the current tag is <code>jcr</code>, and you select the refinement user <code>jdoe</code>, then links to only those items tagged with <code>jcr</code> and by <code>jdoe</code> appear in the Tagged Items panel.</p> <p>Optionally, click the Clear current selection and select refiner_name icon (⊕) to the right of the refinement user to display all items tagged by the refinement user in the Tagged Items panel.</p> <p>Note: A Presence icon also displays next to each refinement user. Click it to open a context menu with options for contacting its associated user instantly.</p>

Tagged Items

The Tagged Items panel lists all items tagged with the currently-selected tag and any selected refinements.

Element	Description
Selected: <i>tag_name</i>	The selected tag and any refinements that were used in the generation of the current list of tagged items.
Refinements: <i>list_of_refiners</i>	
Tagged by Me/ Anyone	<p>Choose to limit the list of tagged items:</p> <ul style="list-style-type: none"> • Tagged by Me/user_name—Display only the items you or a selected user tagged that use the current tag and any refinements you have selected. • Tagged by Anyone—Display all items that use the current tag and any refinements you have selected. <p>The currently-selected option is bolded.</p>

Element	Description
Sort By	<p>Choose sorting criteria for the list of tagged items:</p> <ul style="list-style-type: none"> • Popularity—Sort the list of tagged items according to the most popular, that is, from the items to which the current tag and any refinements you have selected were most frequently applied to the items to which the current tag was least frequently applied. • Name—Sort the list of tagged items by the user who applied them. • Date—Sort the list of tagged items from the item most recently tagged to the earliest item tagged.
List of Tagged Items	<p>A list of items to which the currently selected tag and any refinements you have selected have been applied.</p> <p>The list includes the display name of the item and additional data, such as the other tags applied to the item, the number of persons who tagged the item, and the date the item was last tagged.</p> <p>Click the item display name to navigate to the item itself.</p>

Tag This Page

Use the Tag This Page dialog to add a personal or shared tag to a portal page.

More

Element	Description
Page Name	The page's display name, a read-only value.
Tags	A list of tags already applied to this page.
Add tags	Enter one or more tags, separated with a space. Use underscores or hyphens in multi-word tag entries.
Shared	Select to share the tag with other users; deselect if you want the tag to remain personal. Note that if your system administrator has disabled the Shared checkbox, then it does not appear.

Tools and Services

Use the Tools and Services page to manage tools and services, including documents, events, lists, mail, and search. If a tool is not displayed, then the system administrator has not configured it.

Documents, events, lists, and search have individual consoles for creating and managing each tool.

More

 **Note:**

Oracle WebCenter Portal has deprecated the support for Jive features (announcements and discussions). If you have upgraded from a prior release to Release 12c (12.2.1.4.0), Jive features remain available in your upgraded instance but Oracle support is not provided for these features. In the next release, Jive features will not be available even in the upgraded instances

Element	Description
Enabled/Disabled	Enable or disable the use of a tool by selecting the check box next to the tool. More
Announcements	Enable or disable the use of announcements in this portal. Announcements are stored on the discussions server. Forum ID The ID of the discussion forum under which all announcements for this portal are stored. Click the Search icon to specify a different forum. Select an existing discussion forum. More

Element	Description
Discussions	<p>Enable or disable the use of discussion forums in this portal. (The template used by the portal determines whether a category or single forum is allocated on the discussions server for the portal.)</p> <p>Administer Forums</p> <p>Click to open the Jive Forums Admin Console, the web-based tool for configuring and managing discussion forums.</p> <p>Enter a valid user name and password credentials, and then click Login.</p> <p>Container Settings</p> <ul style="list-style-type: none"> • Default Portal Forum <p>Forum Name: (Display only) The name of the discussion forum used to store discussions for this portal.</p> <p>Forum ID: The ID of the discussion forum specified by the forum name. Click the Search icon to select a different discussion forum. Select an existing forum or create a new one.</p> • Support Multiple Forums for the Portal: Click to allocate a category containing multiple forums on the discussions server for this portal, then click Save to expose the Category section. <p>Category (Exposed when Support Multiple Forums for the Portal is selected and then saved)</p> <ul style="list-style-type: none"> • Category Name: The category under which all discussion forums for this portal are stored. • Category ID: The ID of the category specified by Category Name. Click the Search icon to specify a different category. Select an existing category or create a new one. <p>Mail Settings</p> <ul style="list-style-type: none"> • Monitor Incoming Mail: Select to publish mail (sent to or from a specified mail account on a discussion forum of your choice (see Forum Name). • Mail Account: Enter the mail account for this portal's mail distribution list. The default portal distribution list is named: <i>portal_name@mail_domain</i> • IMAP Host: Enter the host name of the machine where the IMAP service (Internet Message Access Protocol) is running. • IMAP Port: Enter the port on which the IMAP service listens • Use SSL: Select if a secured connection (SSL) is required for incoming mail over IMAP. • User Name: Enter the user name of a portal member with sufficient privileges to modify these settings (Manage Configuration privilege). • Password: Enter the password for the specified user name. <p>More</p>
Documents	<p>Enable or disable content management through the documents tool for this portal. More</p>
Events	<p>Create and manage portal event categories; for example, Team Meetings, Customer Meetings, Personal Appointments, and so on. After event categories are assigned, users can filter events by category. More</p>
Lists	<p>Enable or disable the use of lists. More</p>


Element	Description
Mail	<p>Mail is available upon portal creation if it is configured in WebCenter Portal.</p> <p>Distribution List</p> <p>The current distribution list of the portal. This is usually the default distribution list automatically created when the portal is created, a custom distribution list, or blank. Allowable distribution list characters are alphanumeric, dash (-), and underscore (_). Any other character is converted to a dash (-), and spaces are removed.</p> <p>Select Keep the DL synchronized with portal users to synchronize the specified distribution list with the portal membership</p> <p>Send Mail Options</p> <ul style="list-style-type: none"> • Select Include the Distribution List to populate the To field of the compose mail dialog with the value specified in Distribution List (either the default portal mail distribution list, or a custom distribution list you specify). • Select Include all members and groups that have associated mail addresses to populate the To field of the compose mail dialog with the mail addresses of all portal members and groups that have associated mail addresses. • When groups defined for the portal do not have associated mail addresses, select Include all members in groups that do not have associated mail addresses to populate the To field of the compose mail dialog with the mail addresses of all portal members with an associated mail address from every group in the portal (without an associated mail address). <p>More</p>
Search	<p>Shows the search option that has been configured for WebCenter Portal. See Search Settings – Elasticsearch</p> <p>More</p>

WebCenter Portal Impersonation

Use the WebCenter Portal Impersonation page to assign impersonation rights to a group of users ("impersonators"), such as support representatives or application specialists, so that they can impersonate another WebCenter Portal user and perform operations as that user.

The WebCenter Portal Impersonation page provides controls for identifying who can impersonate you in WebCenter Portal and whom you can impersonate.

More

Element	Description
Users who can impersonate me	
User	<p>Type the names of the users whom you want to allow to impersonate you.</p> <p>You can instead search for users by clicking  .</p>

Element	Description
Valid	Select how long to allow the user to impersonate you: <ul style="list-style-type: none"> • For next 1 hour—Allows impersonation for 1 hour after it is granted. • Today—Allows impersonation for today only. • For a specific time period—Allows impersonation during a specified time period. If you select this option, you must also specify a Start Time and End Time.
Add	Click to grant the selected user impersonation rights for the specified time.
Name	Displays the name of the user allowed to impersonate you.
Starting	Displays the time impersonation rights were granted.
Ending	Displays the time when impersonation rights will end.
Actions	You can perform the following actions: <ul style="list-style-type: none"> • Edit—Click to change the start or end time for the impersonation grant. • Revoke—Click to immediately end the impersonation grant.
Users who I can impersonate	
Name	Displays the name of the user you can impersonate.
Starting	Displays the time impersonation rights were granted.
Ending	Displays the time when impersonation rights will end.
Actions	You can perform the following action: <ul style="list-style-type: none"> • Switch User—Click to impersonate the specified user and perform actions in the portal on the user's behalf. If No Action Possible is displayed, it means that the grant has expired or is for a future point in time.

Related Topics

"Setting Your Personal Preferences" in *Using Portals in Oracle WebCenter Portal*

4




Online Help Topics for Tools and Services




Announcements Console

 **Note:**

Oracle WebCenter Portal has deprecated the support for Jive features (announcements and discussions). If you have upgraded from a prior release to Release 12c (12.2.1.4.0), Jive features remain available in your upgraded instance but Oracle support is not provided for these features. In the next release, Jive features will not be available even in the upgraded instances

The Announcements console enables you to create, edit, view, link from, and remove announcements that are broadcast to all members of a specific portal.

Element	Description
 Create	Click to open the Create Announcement dialog, where you can create a new announcement.
Show	Select filtering criteria: <ul style="list-style-type: none">• All—All currently published announcements• Today—All announcements published today• Since Yesterday—All announcements published since yesterday• Last 7 days—All announcements published in the last 7 days• Last 30 days—All announcements published in the last 30 days For the selection made from the first list, select a secondary filtering criteria: <ul style="list-style-type: none">• Active—All announcements that are active• Future—All announcements that will appear at a future date• Expired—All announcements that have expired When you create an announcement, you can specify when to publish it to other members of a portal. An announcement created today displays in the Announcements Manager only if the publication date falls within the time period specified. More
 Announcement RSS Feed	RSS feeds must be enabled for the current portal to view the RSS Feed icon. Click to obtain a news-feed URL, and use your WebCenter Portal login to view an RSS feed for all announcements displayed on this page. Right-click the RSS icon to open your browser's context menu and copy the link location. Use the link location with your preferred RSS reader. Your reader must support HTTP authentication. More For more information, see RSS Manager .
 Refresh	Click to refresh your view of the Announcement Manager.

Element	Description
When an announcement is listed:	
 Edit Announcement	Click to open the associated announcement in the Edit Announcement dialog. This icon appears only when there is at least one listed announcement.
 Delete Announcement	Click to delete the associated announcement. This is a manual alternative to waiting for the announcement to expire according to its specified expiration date. This icon appears only when there is at least one listed announcement.
Send Mail	Click to open a Compose mail dialog, where you can send the announcement to the users you specify. You may be required to enter your mail login credentials. More
 Find or Create Links	Click to open the Links dialog, where you can view existing links or create links from the associated announcement to other WebCenter Portal assets or to an internal or external URL. This icon appears only when there is at least one listed announcement. More

Create Announcement


Note:


Oracle WebCenter Portal has deprecated the support for Jive features (announcements and discussions). If you have upgraded from a prior release to Release 12c (12.2.1.4.0), Jive features remain available in your upgraded instance but Oracle support is not provided for these features. In the next release, Jive features will not be available even in the upgraded instances

The Create Announcement dialog enables you to create portal-wide announcements.

This dialog provides a Rich Text Editor for content entry and styling as well as controls for specifying when to make an announcement active and inactive (expired).

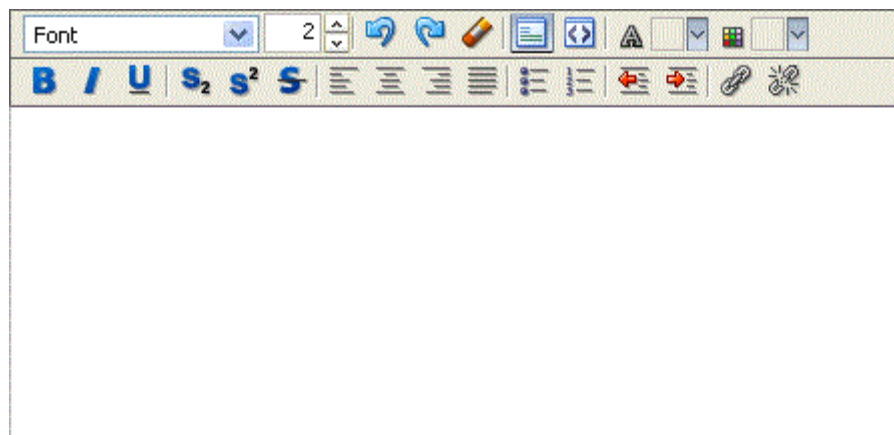
[More](#)

Element	Description
Subject	Enter the subject of the announcement, up to 200 characters. The subject you enter here becomes the announcement headline (in bold).
Announcement Active Date	Select when the announcement should be published to the portal: <ul style="list-style-type: none"> • Make Active Now—After you click Create, the announcement displays. • Make Active on a Specific Date—Enter the date to publish the announcement, or click the Select Date icon () to the right of the field and pick a date from a date picker.

Element	Description
Announcement Expire Date	<p>Select when the announcement should be deleted:</p> <ul style="list-style-type: none"> • Never Expires—Never delete the announcement. • Expire After Days []—In the field provided, specify the number of days the announcement displays before it is automatically deleted. • Expire on a Specific Date []—Enter the date to delete the announcement, or click the Select Date icon () to the right of the field and select a date from a date picker. <p>You can also remove an announcement manually by clicking its associated Delete icon.</p>
Create	Click to create the announcement and close the dialog.

Rich Text Editor Controls

The Rich Text Editor (RTE) provides controls for creating, styling, and editing HTML text.








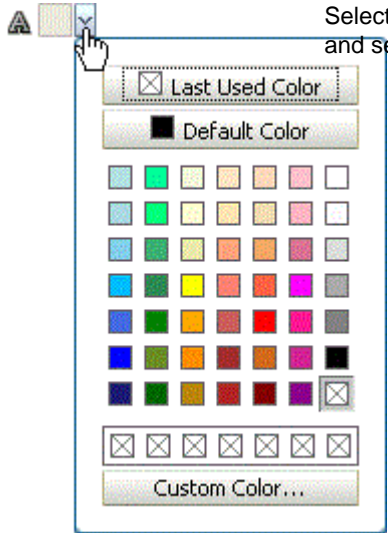



















In addition to the tools that integrate with the Rich Text Editor (RTE), the RTE is available as a standalone HTML editor, which you can add to a page. Look for the **Text** layout component in the resource catalog.

Within the RTE, if there are tags or styles that are not editable in a particular browser they are transformed into something that the specific browser can edit. Also, the RTE ignores the following types of tags for security reasons or because they are irrelevant or redundant within the RTE context:

- Script tags
- Form elements, such as input, select, textarea, and form
- Frame/frameset
- Document tags, such as html, head, body, meta, and title
- Unknown tags, for example, <foo></foo>

The following table illustrates and describes the controls in the RTE.

Element	Description
	<p>Select a font and begin entering text, or highlight text and select a font.</p>
	<p>Click the top arrow to select a larger font size. Click the bottom arrow to select a smaller font size. If you prefer, enter a font size manually in the field provided.</p>
	<p>Click to undo your last editorial action during this session. The key combination Ctrl-z produces the same effect.</p>
	<p>Click to redo your last undo during this session. The key combination Ctrl-y produces the same effect.</p>
	<p>Select styled text and click this icon to clear the selection's styling information. This is useful for removing unwanted style effects, such as unwanted bolding, superscripting, underlining, and the like.</p>
	<p>Click to toggle to Rich Text Editing Mode. In this mode, you can use the style controls at the top of the editor to design your HTML's look and feel.</p>
	<p>Click to toggle to the Source Code Editing Mode. In this mode, you can enter all of your own HTML manually. This mode assumes you will enter all HTML code manually; therefore, most style controls at the top of the text box are not available in Source Code Editing Mode.</p>
	<p>Select a text color from this list and enter text, or highlight text and select a color from the list.</p>

Element	Description
	Select text and then select a highlight color, or select a highlight color and begin entering text. Text displays highlighted by a band of the selected color.
	Click to apply bold font to selected or entered text.
	Click to apply italic font to selected or entered text.
	Click to underline selected or entered text.
	Click to subscript selected or entered text.
	Click to superscript selected or entered text.
	Click to strike through selected or entered text.
	Click to left justify selected or entered text.
	Click to center selected or entered text.
	Click to right justify selected or entered text.
	Click to justify selected or entered text to align at both left and right margins.
	Click to bullet selected or entered text.
	Click to number selected or entered text.
	Click this icon to reduce horizontal margins in selected or entered text.
	Click this icon to increase horizontal margins in selected or entered text..
	Click to create a link on selected text.
	Click to remove the link on selected text. The selected text remains intact, but the underlying link code is removed.
Text Box	Enter text content.

Element	Description
Ctrl-x	Use this key combination to delete highlighted selections. You can also use the keyboard Backspace and Delete keys.


Edit Announcement

 **Note:**

Oracle WebCenter Portal has deprecated the support for Jive features (announcements and discussions). If you have upgraded from a prior release to Release 12c (12.2.1.4.0), Jive features remain available in your upgraded instance but Oracle support is not provided for these features. In the next release, Jive features will not be available even in the upgraded instances

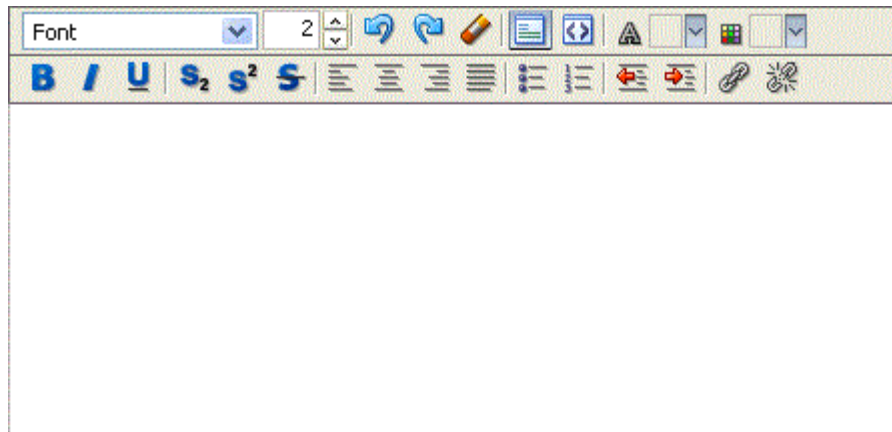
The Edit Announcement dialog enables you to revise announcement content, including changing the date the announcement expires. Use Rich Text Editor controls to add links and styling information.

More

Element	Description
Subject	Enter the subject of the announcement, up to 200 characters. The subject you enter here becomes a bold announcement headline.
Announcement Active Date	The date the announcement became active.
Announcement Expire Date	Select when the announcement should be deleted: <ul style="list-style-type: none"> • Never Expires—Never delete the announcement. • Expire After Days []—In the field provided, specify the number of days the announcement displays before it is automatically deleted. • Expire on a Specific Date []—Enter the date to delete the announcement, or click the Select Date icon () to the right of the field and select a date from a date picker. <p>You can also remove an announcement manually by clicking its associated Delete icon.</p>
Save	Click to save your edits to the announcement and close the dialog.

Rich Text Editor Controls

The Rich Text Editor (RTE) provides controls for creating, styling, and editing HTML text.







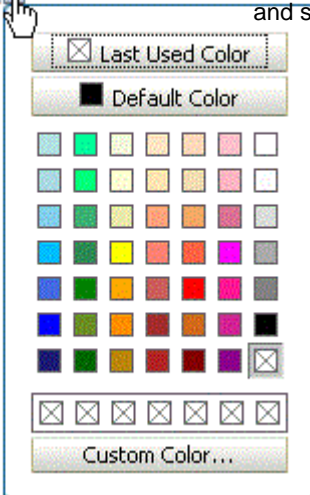




In addition to the tools that integrate the RTE, the RTE is available as a standalone HTML editor, which you can add to a page. Look for the **Text** component in the resource catalog.















Within the RTE, if there are tags or styles that are not editable in a particular browser they are transformed into something that the specific browser can edit. Also, the RTE ignores the following types of tags for security reasons or because they are irrelevant or redundant within the RTE context:

- Script tags
- Form elements, such as input, select, textarea, and form
- Frame/frameset
- Document tags, such as html, head, body, meta, and title
- Unknown tags, for example, <foo></foo>

The following table illustrates and describes the controls you will find in the RTE.

Element	Description
	Select a font and begin entering text, or highlight text and select a font.
	Click the top arrow to select a larger font size. Click the bottom arrow to select a smaller font size. If you prefer, enter a font size manually in the field provided.
	Click to undo your last editorial action during this session. The key combination Ctrl-z produces the same effect.
	Click to redo your last undo during this session. The key combination Ctrl-y produces the same effect.

Element	Description
	<p>Select styled text and click this icon to clear the selection's styling information. This is useful for removing unwanted style effects, such as unwanted bolding, superscripting, underlining, and the like.</p>
	<p>Use this control to toggle to Rich Text Editing Mode. In this mode, you can use the style controls at the top of the editor to design your HTML's look and feel.</p>
	<p>Use this control to toggle to the Source Code Editing Mode. In this mode, you can enter all of your own HTML manually. This mode assumes you will enter all HTML code manually; therefore, most style controls at the top of the text box are not available in Source Code Editing Mode.</p>
 	<p>Select a text color from this list and enter text, or highlight text and select a color from the list.</p>
 	<p>Select text and then select a highlight color, or select a highlight color and begin entering text. Text displays highlighted by a band of the selected color.</p>
	<p>Click this icon and enter text, which will be bold; or select text and click this icon to make the selection bold.</p>
	<p>Click this icon and enter text, which will be italic; or select text and click this icon to italicize the selection.</p>

Element	Description
	Click this icon and enter text, which will be underlined; or select text and click this icon to underline the selection.
	Click this icon and enter text, which will be subscript; or select text and click this icon to make the selection subscript.
	Click this icon and enter text, which will be superscript; or select text and click this icon to make the selection superscript.
	Click this icon and enter text, which will be struck through (that is, a horizontal line will mark through the middle of the text); or select text and click this icon to strike through the selection.
	Click this icon and enter text, which will be left-justified; or select text and click this icon to left-justify the selection.
	Click this icon and enter text, which will be centered; or select text and click this icon to center the selection.
	Click this icon and enter text, which will be right-justified; or select text and click this icon to right-justify the selection.
	Click this icon and enter text, which will be justified; or select text and click this icon to justify the selection.
	Click this icon and enter text, to create a bulleted list; or select text and click this icon to convert the selection to a bulleted list.
	Click this icon and enter text, to create a numbered list; or select text and click this icon to convert the selection to a numbered list.
	Click this icon and enter text, to create text that sets further left than the starting point of the previous line; or select text and click this icon to move the selection leftward.
	Click this icon and enter text, to create text that sets further right than the starting point of the previous line; or select text and click this icon to move the selection rightward.
	Select text, and then click the Add Link icon to create a link on the selection.
	Select linked text, and then click the Remove Link icon to remove the link from the selection. The selected text remains intact, just the underlying link code is removed.
Text Box	This is where you enter content.
Ctrl-x	Use this key combination to delete highlighted selections. You can also use the keyboard Backspace and Delete buttons.

Create/Edit Column

The Create/Edit Column dialog enables you to create or edit list columns and specify the types of values to allow for column data. More

 **Note:**

The fields that appear in this dialog depend on the data type you select for the list column.

The following data types are supported:

- [Boolean](#)
- [Date Time](#)
- [Number](#)
- [Person](#)
- [Picture](#)
- [Plain Text](#)
- [Rich Text](#)

 **Note:**

When users enter a value for the column, the value is validated based on the data type and any restrictions that were specified for the column. If users enter an invalid value for the column, then an error message prompts them to try again. Keep in mind, however, that this validation is run when data is first entered. If the column is edited and the restrictions on column data are changed (maximum length, range, and so on), then preexisting data is not revalidated.

You can revise every detail of a list column. That is, you can rename the column, change the column data type, require a value, or remove a value requirement. Keep in mind, however, if you change a column data type, any values currently entered in the list column are either converted to the new data type or removed irrevocably. For example, when you move from a String data type to a Number data type, values that can be converted to a number are retained; other values are removed. If any values are removed by the change, then you are asked for confirmation. In contrast, when you move from a Number data type to a String data type, all values are retained.

A list supports up to 30 columns.

Boolean


The Boolean data type includes the following fields.

Element	Description
Name	Enter a display name for the column.
Data Type	Select the column data type. Select the Boolean data type to allow entry of only YES or NO or TRUE or FALSE in the column. These values are rendered as a check box that can be either selected (YES, TRUE) or deselected (NO, FALSE).

Element	Description
Default Value	Select whether a value is required for the column. <ul style="list-style-type: none"> Select this check box for a default value of YES or TRUE. Deselect this check box for a default value of NO or FALSE.
Display Width	Enter a number value in pixels for setting the column width.
Hint	Enter text to assist the user in understanding the content to enter into the column. This text appears when focus is on this column in edit row mode.

Date Time

The Date Time data type includes the following fields.

Element	Description
Name	Enter a display name for the column.
Data Type	Select the column data type. Select the Date Time data type to allow entry of only date and time information in the column.
Required	Specify whether a value is required for the column. <ul style="list-style-type: none"> Select to indicate that a value is required for the column. An asterisk appears next to required fields. Deselect to make a value optional.
Format	Select the data entry formats. <ul style="list-style-type: none"> Date—Users enter a date. Time—Users enter a time. Date and Time—Users enter both date and time.
Default Value	Indicate the column default value. (Optional) Enter a default value to suggest the type of data to enter in this column. When users enter list data, they can keep the default value or enter a value of their own. Click the Select Date icon () to open a calendar and select a date.
Display Width	Enter a number value in pixels for setting the column width.
Hint	Enter text to assist the user in understanding the content to enter into the column. This text appears when focus is on this column in edit row mode.

Number

The Number data type includes the following fields.

Element	Description
Name	Enter a display name for the column.
Data Type	Select the column data type. Select the Number data type to allow only numeric entries in the column.
Required	Specify whether a value is required for the column. <ul style="list-style-type: none"> Select to indicate that a value is required for the column. An asterisk appears next to required fields. Deselect to make a value optional.

Element	Description
Format	Select the data entry format. <ul style="list-style-type: none"> • Number—An unformatted number that may be positive or negative and contain decimal places. The decimal separator is based on the locale specified in your application preferences. • Currency—A formatted currency value. The currency symbol and decimal separator are based on the locale specified in your application preferences. • Percent—A value formatted as a percentage. The value <i>0.6</i> is formatted as <i>0.6%</i>; the value <i>60</i> is formatted as <i>60%</i>.
Default Value	Indicate the column default value. (Optional) Enter a default value to suggest the type of data to enter in this column. When users enter list data, they can keep the default value or enter a value of their own.
Minimum Value	Enter the lowest number that users can enter in this column.
Maximum Value	Enter the highest number that users can enter in this column.
Display Width	Enter a number value in pixels for setting the column width.
Hint	Enter text to assist the user in understanding the content to enter into the column. This text appears when focus is on this column in edit row mode.

Person

The Person data type includes the following fields.

Element	Description
Name	Enter a display name for the column.
Data Type	Select the column data type. Select the Person data type to allow entry of only WebCenter Portal user names in the column. The Person data type works in conjunction with Instant Messaging and Presence (IMP) . When a user name displays in a list, users can click the name or its associated icon to open the Presence menu and select from a variety of instant-contact options.
Required	Specify whether a value is required for the column. <ul style="list-style-type: none"> • Select to indicate that a value is required for the column. An asterisk appears next to required fields. • Deselect to make a value optional.
Range of Users	Specify whether the list is restricted to Portal Members or All Users.
Default Value	Indicate the column default value. (Optional) Enter a default value to suggest the type of data to enter in this column. When users enter list data, they can keep the default value or enter a value of their own. You can search for and select a user name.
Display Width	Enter a number value in pixels for setting the column width.
Hint Text	Enter text to assist the user in understanding the content to enter into the column. This text appears when focus is on this column in edit row mode.

Picture

The Picture data type includes the following fields.

Element	Description
Name	Enter a display name for the column.
Data Type	Select the column data type. Select the Picture data type to allow entry of a path to an image in the column.
Required	Specify whether a value is required for the column. <ul style="list-style-type: none"> Select to indicate that a value is required for the column. An asterisk appears next to required fields. Deselect to make a value optional.
Display Width	Enter a number value in pixels for setting the column width.
Hint	Enter text to assist the user in understanding the content to enter into the column. This text appears when focus is on this column in edit row mode.

Plain Text

The Plain Text data type includes the following fields.

Element	Description
Name	Enter a display name for the column.
Data Type	Select the column data type. Select the Plain Text data type for unrestricted simple text entry. Users enter data in a text field with no controls for adding styles to text. To enable users to add styles to their text entries, select Rich Text . Note: If the data type is changed and the list has existing rows, then the column values are converted to the new data type, if it is possible. For existing values that cannot be converted, the application asks you if you want to proceed with the change. If you do, then values that cannot be converted are lost.
Required	Specify whether a value is required for the column. <ul style="list-style-type: none"> Select to indicate that a value is required for the column. An asterisk appears next to required fields. Deselect to make a value optional.
Default Value	Enter a default value to use as the initial value for the column in a new row. (Optional) When users create a list row, they can keep the default value or enter a value of their own.
Maximum Length	Enter the maximum number of characters to allow for a given entry in this column, including spaces.
Number of Lines for Editing	Indicate the number of lines to make available for editing. Users can edit the entire entry, but they can do so line-by-line when you enter 1; two lines at a time when you enter 2; and so on.
Allow Links	Specify whether content in a list column can be linked to other web locations. <ul style="list-style-type: none"> Select to allow hyperlinking. Deselect to prohibit hyperlinking.

Element	Description
Link Window	Options are selectable only when Allow Links is also selected. Options for opening the link target. <ul style="list-style-type: none"> • New Window—Open the link target in a new browser window or a new browser tab. • Current Window—Open the link target in the current browser window.
Display Width	Enter a number value in pixels for setting the column width.
Hint	Enter text to assist the user in understanding the content to enter into the column. This text appears when focus is on this column in edit row mode.

Rich Text

The Rich Text data type includes the following fields.

Element	Description
Name	Enter a display name for the column.
Data Type	Select the column data type. Select the Rich Text data type for unrestricted rich text entry. Users enter data in a Rich Text Editor that provides controls for adding styles to the text entry. Styles include font selection, font color, bullet and numbered lists, and the like. To prevent users from adding styles to their text entries, select Plain Text . Note: If the data type is changed and the list has existing rows, then the column values are converted to the new data type if possible. For existing values that cannot be converted, the application asks you if you want to proceed with the change. If you do, then values that cannot be converted are lost.
Required	Specify whether a value is required for the column. <ul style="list-style-type: none"> • Select to indicate that a value is required for the column. An asterisk appears next to required fields. • Deselect to make a value optional.
Display Width	Enter a number value in pixels for setting the column width.
Hint	Enter text to assist the user in understanding the content to enter into the column. This text appears when focus is on this column in edit row mode.

Create Event

The Create Event dialog enables you to create a calendar event. More

Element	Description
Title	Enter an event title.
Location	Enter the location where the event will be held.
Calendar	(Available when calendar overlaying is enabled.) Select the calendar to which this event belongs, when multiple calendars are displayed in the instance. Events from each different calendar use a different color, if events are categorized, which is displayed next to the list.

Element	Description
Time	<p>Select whether the event will span the course of an entire day or select the event start and end times:</p> <ul style="list-style-type: none"> All Day Event—Select to specify that the event occurs over the course of an entire day. When this option is selected, the time does not display in the Start Time and End Time fields or in the date picker. Start Time—Enter a start date and time for the event or click the Select Date icon to open the date picker. The time does not display for all day events. End Time—Enter an end date and time for the event or click the Select Date icon to open the date picker. The time does not display for all day events.
Options	Select from the available options and enter a description of the event, if necessary:
Priority	<p>Select a priority level for the event:</p> <ul style="list-style-type: none"> Highest High Normal Low Lowest <p>The priority of an event determines where it appears when events conflict. An event set to Highest priority is displayed first.</p>
Category	<p>Select a category to assign to the event. Categories are available if the portal manager or application specialist created event categories. More Categories are useful for creating distinct groups of events, organized according to their general purpose. Categories are created by the portal manager or application specialist.</p> <p>Note: This list is available only when creating portal events.</p>
Details	<p>Optionally, enter any additional details about the event, up to 4000 characters.</p> <p>For example, you could use this field to provide agenda information for an event, provide an event mission statement, introduce the event keynote speaker, and so on.</p>
Private	<p>Select to hide the event from other users.</p> <p>Note: This check box is available when creating personal events.</p>

Create List

The Create List dialog enables you to create a new list using a template or from an Excel spreadsheet. [More](#)

Element	Description
Name	Enter a display name for the list.
Description	Enter a description of the list. (Optional) In a completed list, the description appears between the list title and list data.

Element	Description
Create from	<p>Select to create the list using a template or from an Excel spreadsheet:</p> <p>Template Select a template:</p> <ul style="list-style-type: none"> • Custom List—To create a list without using a template. For a custom list, you must add columns to the list before you can add rows. • Issues—By default, this template provides the columns No., Description, Target Date, Assigned, Status, and Comments. • Milestones—By default, this template provides the columns Date, Description, and Status. • Objectives—By default, this template provides the columns Title and Description. <p>Excel Spreadsheet Click Browse to navigate and select the spreadsheet.</p> <ul style="list-style-type: none"> • The first row of the spreadsheet is used as column headings. The subsequent rows are added as data. • All the columns are created with the data type Plain Text. After creation, you can modify the data types as desired. <p>Tip: You can use the Excel spreadsheet option to import a list that has been exported from a different portal or from a different WebCenter Portal instance.</p>

Discussions Console

Note:

Oracle WebCenter Portal has deprecated the support for Jive features (announcements and discussions). If you have upgraded from a prior release to Release 12c (12.2.1.4.0), Jive features remain available in your upgraded instance but Oracle support is not provided for these features. In the next release, Jive features will not be available even in the upgraded instances

The Discussions console provides access to all the forums available to a portal or all the topics available under a particular discussion forum. Whether topics or forums are displayed depends on how the portal or the connection to the discussions server was configured.

Note:

The Forums page and forums appear if **Support Multiple Forums for the Portal** is selected from the portal's Tools and Services page. More



This page describes what is presented in both scenarios:

- [Forums Page](#)
- [Topics Page](#)

More





Forums Page



The **Forums** page provides access to all the discussion forums you are authorized to view in the current portal. Additionally, it provides controls for creating, viewing, and refreshing the current portal's discussion forums.

Element	Description
 Create Forum	(You might not see this option if you don't have the required permissions.) Click to create a discussion forum. More
Recent Topics/ Forums list	Select the number of topics or forums to display; for example, 10, 25, 50, 75, 100. If you select 25, then when you click the More link, the next 25 topics appear. The system administrator can configure this list and the More link.
 Refresh	Click to refresh your view of the Discussions console.
Forums	Links to each discussion forum. Columns include: <ul style="list-style-type: none"> • Forum —A linked list of discussion forums. Click a forum name to access its topics. • Last Post —The date and time the last information was posted to the associated forum. • Topics —The number of topics associated with the forum.

Topics Page


The **Topics** page provides access to all the topics available under a particular discussion forum. Additionally, it provides controls for managing the forum, including creating and viewing topics; editing, watching, and deleting the forum; refreshing the forum; and obtaining a forum RSS feed (if RSS is enabled).

Element	Description
Forum: <i>forum_name</i>	The name of the currently displayed discussion forum. More
 Create Topic	Click to initiate the creation of a topic under the currently displayed discussion forum. More
 Edit Forum	(You might not see this option if you don't have the required permissions.) Click to edit the forum name or description. More
 Delete Forum	(You might not see this option if you don't have the required permissions.) Click to delete the forum. More
 Watch Forum (or Remove Watch)	Click to add (or remove) the currently displayed forum to your Watched Forums list. Toggle to remove the watch. More
Topics list	Select the number of topics to display; for example, 10, 25, 50, 75, 100. If you select 25, then when you click the More link, the next 25 topics appear. The administrator can configure this list and the More link.

Element	Description
 Subscribe	<p>RSS feeds must be enabled for the current portal to view the RSS Feed icon.</p> <p>Click to initiate a news feed subscription to the current portal's discussion forum topics list. More</p> <p>Right-click the icon and select the copy-link-location command (that is, Copy Shortcut, Copy Link Location, or some other equivalent command) from your browser's context menu. Use the copied URL to configure a discussion forums news feed in your favorite RSS 2.0 reader. Note that your reader must support basic/HTTP authentication. For more information, see RSS Manager.</p>
 Refresh	Click to refresh your view of the current discussion forum.
Topic Columns	<p>Informational columns providing details about each discussion forum topic. Columns include:</p> <ul style="list-style-type: none"> • Topic —The topic title and the user name of the person who created the topic. The topic title is linked to topic details, which display the topic message along with all topic replies. Click the topic title to access topic details (see View Topic). The user name is linked to a context menu with options for contacting the user instantly via instant messaging. Click the user name to access the context menu. • Replied by/on —The date and time the last reply was posted and the user name of the person who posted it. Click the user name to open a context menu with options for contacting the user instantly via instant messaging. • Replies —The number of replies associated with the topic. <p>More</p>

Edit Event

The Edit Event dialog enables you to view and change calendar event details, delete an event, or add a portal event to your personal calendar. [More](#)

Element	Description
Send Mail	Click to send event details to other members of the current portal.
 Links	Click to find or create a link from the event details to an existing or new WebCenter Portal item. For example, you might want to link to a document that provides the agenda for a meeting. More
Title	Edit an event title.
Location	Edit the location where the event will be held.
Calendar	(Available when calendar overlaying is enabled.) Specifies the calendar to which this event belongs, when multiple calendars are displayed in the same instance. Events from each calendar use a different color, which is displayed next to the list.

Element	Description
Time	<p>Edit the event time. Select whether the event will span the course of an entire day or select the event start and end times:</p> <ul style="list-style-type: none"> All Day Event—Select to specify that the event occurs over the course of an entire day. When this option is selected, the time does not display in the Start Time and End Time fields or in the date picker. Start Time—Enter a start date and time for the event or click the Select Date icon to open the date picker. The time does not display for all day events. End Time—Enter an end date and time for the event or click the Select Date icon to open the date picker. The time does not display for all day events.
Options	Select or edit the options and enter or edit the description of the event, if necessary:
Priority	<p>Select or change the priority level for the event:</p> <ul style="list-style-type: none"> Highest High Normal Low Lowest <p>The priority of an event determines where it appears when events clash. An event with Highest priority is displayed first.</p>
Category	<p>Select or change the category of the event. Categories are available if the portal manager or application specialist created event categories. More Categories are useful for creating distinct groups of events, organized according to their general purpose.</p> <p>Note: This list is available only when creating portal events.</p>
Details	<p>Optionally, enter or update any additional details about the event, up to 4000 characters.</p> <p>For example, you could use this field to provide more detailed location information, provide an event mission statement, introduce the event keynote speaker, and so on.</p>
Private	<p>Select to hide the event from other users.</p> <p>Note: This check box is available when creating personal events.</p>
Delete	Click to delete the event.
Add to My Calendar	(Available only if your personal calendar has been set up in the Home portal) Click to add the portal event to your personal Microsoft Exchange calendar.
Update	Click to save your changes.
Cancel	Click to close the dialog without saving your changes.

Edit List

The Edit List page provides controls for revising the structure of a list. List structure is comprised of the list name, description, and columns. More

Element	Description
Name	The display name of the list. Click the Edit icon next to the name to open a dialog with fields for revising the list name and description. More
Description	An optional list description. The list description appears below the list display name in the List Details panel in the Lists Console . You can revise this value by clicking the Edit icon next to the name.
Modified By	The list's creator or most recent modifier and the modification date. Click the name or its associated icon to open the Presence menu and select from a variety of instant-contact options. More
Columns	Manage list column options. More
Create	A control for opening the Create/Edit Column dialog. The new column is added after the currently-selected column. A list can support up to 30 columns. More
Edit	A control for updating the selected list column. For more information, see Create/Edit Column .
Delete	A control for deleting the selected list column.
Refresh	A control for refreshing the data on the Edit List page.
Name	The column name.
Reorder	Controls for rearranging the order of list columns. You can also rearrange a column by selecting and dragging it to the desired location. More
Data Type	The column data type: <ul style="list-style-type: none"> • Boolean—For true/false or yes/no • Datetime—For date, time, or both date and time • Number—For numbers, currency, or percentages • Person—For a user name • Picture—For images • Plain Text—For simple, unstyled text • Rich Text—For rich, styled text For more information, see Create/Edit Column .
Required	A control for specifying that a column value is required.

Event Preferences





The Event Preferences dialog provides controls for specifying the first available hour to display for the event. A **Secondary Time Zone** list enables you to show or hide a second time zone when users roll their mouse pointers over the event link. You can also control how many events are displayed in List view.







Control over the start time enables you to configure events in accordance with your group's working hours. Specifying the start time also saves space by not displaying hours when events are unlikely to be scheduled. The inclusion of a secondary time zone is useful when scheduling events for a geographically diverse group.

Element	Description
Start Time	Select the first available hour to display on the calendar, from 12AM to 11PM. More
Secondary Time Zone	Select an alternative time zone to display in the event details. The secondary time zone appears on the event pop-up that renders when users roll their mouse pointers over the event. <div data-bbox="649 441 1307 745" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Weekly Team Meeting 10/4/11 2:00 PM - 10/4/11 3:00 PM UTC (10/4/11 10:00 AM - 10/4/11 11:00 AM EDT) Conference Room 3</p> <hr/> <p>Priority High Category Team Meeting Details Everybody come prepared to discuss status Links There are no links available for this item.</p> </div> <p style="color: red; margin-left: 200px;">Secondary Time Zone</p>
List Type	Select how you want to display events in List view. <ul style="list-style-type: none"> • Day Count: Lists all upcoming events for the amount of days specified in the List Count field • Day: Lists all upcoming events for the currently selected day • Week: Lists all upcoming events for the currently selected week • Month: Lists all upcoming events for the currently selected month More
List Count	Enter the number of days for which to display events when the List Type is Day Count . More

Events Console

The Events console enables you to schedule, view, and revise portal events. [More](#)

Element	Description
 Create	Click to open the Create Event dialog, where authorized portal members can add an event. You can also open the Create Event dialog in the following ways: <ul style="list-style-type: none"> • Right-click a row or calendar cell and select Create. • Double-click a row or calendar cell. More
 Previous	Click to navigate to the previous day, week, or month.
 Next	Click to navigate to the next day, week, or month.
Today	Click to quickly navigate to the current day's events in Day view.
 Select Date	Click to open a date picker as an alternative way to navigate to earlier or later events than those currently displayed.

Element	Description
 Day	<p>Click to display a single day's view.</p> <p>Use this icon in conjunction with the < Previous and > Next icons to navigate from one day to another.</p> <p>In Day view, right-click or double-click in a row to open the Create Event dialog. Roll your mouse pointer over an event to view a summary of event details. Click an event, or roll your mouse pointer over the event and press Enter, to open the Edit Event dialog, where you can view or edit event details.</p>
 Week	<p>Click to display a week's view.</p> <p>Use this icon in conjunction with the < Previous and > Next icons to navigate from one week to another.</p> <p>In Week view, right-click or double-click a calendar cell to open the Create Event dialog. Roll your mouse pointer over an event to view a summary of event details. Click an event, or roll your mouse pointer over the event and press Enter, to open the Edit Event dialog, where you can view or edit event details.</p>
 Month	<p>Click to display a month's view.</p> <p>Use this icon in conjunction with the < Previous and > Next icons to navigate from one month to another.</p> <p>In Month view, right-click or double-click a calendar cell to open the Create Event dialog. Roll your mouse pointer over an event to view a summary of event details. Click an event, or roll your mouse pointer over the event and press Enter, to open the Edit Event dialog, where you can view or edit event details.</p>
 List	<p>Click to display a list of events for the current day, week, month, or a specified number of days as identified in the Event Preferences dialog.</p> <p>In List view, click the + Create a new event icon to open the Create Event dialog. Roll your mouse pointer over an event to view a summary of event details. Click an event, or roll your mouse pointer over the event and press Enter, to open the Edit Event dialog, where you can view or edit event details.</p>
 Set Event Preferences	Click to open the Event Preferences dialog to select the range of hours to display, specify a secondary time zone, and specify display preferences for List view. More
View	<p>Select event categories on which to filter the events.</p> <p>Categories are set up by the portal manager or application specialist.</p> <p>When you close the list, only those events belonging to the selected categories are displayed in the calendar. More</p>
 Refresh events	Click to refresh your view of the Events console.
Events grid	<p>Events covering one day, one week, or one month, or displayed as a list.</p> <p>Right-click or double-click a row (in Day view) or a calendar cell (in Week or Month view) to open the Create Event dialog. Roll your mouse pointer over an event to view a summary of event details. Click an event, or roll your mouse pointer over the event and press Enter, to open the Edit Event dialog, where you can view or edit event details. More</p>

Lists Console

The Lists console enables you to create, edit, and delete lists in a portal (lists are not available in the Home Portal). The Lists console is divided into two sections:







- The [Lists Panel](#) on the left side of the page
- The [List Details Panel](#) on the right side of the page

Note:

A list supports up to 30 columns.

Lists Panel






The **Lists** panel provides controls for creating, copying, editing, and deleting lists. The **Lists** panel is the access point for all lists in a given portal. Click a list in the **Lists** panel to see its column and row details in the [List Details Panel](#).






Element	Description
 Create a new list	Click to open the Create List dialog. More
 Copy list	Click to copy a selected list. Select a list in the Lists panel, and click the Copy list icon. The list copy appears in the Lists panel. To revise the list structure, select the list and click the Edit list icon. More
 Edit list	Click to open the Edit List page. Select a list in the Lists panel, and click the Edit list icon. The page refreshes with controls for editing the list structure. More
 Delete list	Click to permanently remove a list from the Lists panel. Select one or multiple lists in the Lists panel, and click the Delete list icon to permanently remove selected lists from the panel. (In Windows, Ctrl+click to select multiple lists.) To complete the deletion, click Delete in the confirmation dialog.
 Lists RSS feed	RSS feeds must be enabled for the current portal to view the RSS Feed icon. Click to view an RSS feed for all lists displayed in this panel (enter your WebCenter Portal login credentials). Right-click the RSS icon to open your browser's context menu and copy the link location. Use the link location with your preferred RSS reader. Your reader must support HTTP authentication. More
 Refresh lists	Click to refresh your view of the Lists panel.
List of Lists	A list of all the lists you are authorized to view. Click a list to display its details in the List Details Panel .

List Details Panel

The **List Details** panel provides controls for adding, editing, and deleting list rows and list data and exporting and importing list data. This panel displays the rows and columns of the list currently selected in the [Lists Panel](#).

Element	Description
Actions (list view mode)	<p>Actions available to perform on the current list in list view mode:</p> <ul style="list-style-type: none"> • Edit—Enter list edit mode. • Export—Export list data to an Excel spreadsheet in .xlsx (Excel 2007) format. • Import—Import the list data from an Excel spreadsheet. • Filter Rows—Open a filtering panel to limit the display of list data to a filtering term you specify. • List Data RSS Feed—View list RSS data or access a list RSS URL to use in an RSS reader (RSS must be enabled in the portal). • Links—Link from the current list to other portal objects. • Send Mail—Open a compose-message window prepopulated with a link to this list. • Refresh List—Refresh your view of list details. <p>More</p>
Actions (list edit mode)	<p>Actions available to perform on the current list in list edit mode (Select Actions, click Edit, and then click Actions again to view these edit mode options):</p> <ul style="list-style-type: none"> • Save—Save your list revisions, and exit edit list mode. • Close—Exit edit list mode. • Add Row—Create a list row. • Delete Row—Remove one or more selected list rows. • Export—Export list data to an Excel spreadsheet in .xlsx (Excel 2007) format. • Import—Import the list data from an Excel spreadsheet. • Filter Rows—Open a filtering panel to limit the display of list data to a filtering term you specify. • List Data RSS Feed—View list RSS data or access a list RSS URL to use in an RSS reader. • Links—Link from the current list to other WebCenter Portal objects. • Send Mail—Open a compose-message window prepopulated with a link to this list. • Refresh List—Refresh your view of list details. <p>More</p>

Element	Description
View	<p>The following options are available for arranging your view of the displayed list.</p> <p>Columns—An option for specifying which list columns to show:</p> <ul style="list-style-type: none"> • Show All—Show all available list columns. • Column Names—The columns with check marks are displayed in the list. Toggle to select or deselect a column to display it or remove it from the list view. • Manage Columns—Open the Columns dialog to show or hide columns as well as rearrange the order in which columns are shown. <p>Freeze—An option for holding a list column in place.</p> <p>Sort—An option for rearranging the display order of list data according to the currently selected column:</p> <ul style="list-style-type: none"> • Ascending—Sort from 0 to 9 then a to z on the currently selected column. • Descending—Sort from z to a then 9 to 0 on the currently selected column. • Advanced—Specify a more detailed sorting scheme. This opens a dialog where you can select a column and a sort direction. Although the dialog provides for selecting three sort columns, only one column is supported for sorting. <p>Reorder Columns—A means of reordering columns using Move icons. You can also reorder columns by dragging them to the desired location. The Reorder Columns option is active for the List Viewer but not for the List Manager nor on the Lists console.</p> <p>These menu options appear in list edit and view modes.</p> <p>More</p>
Format	<p>Options for controlling the display of column content:</p> <ul style="list-style-type: none"> • Resize Columns—Opens a dialog for specifying the width of a column using a selected unit of measure. You can also put your cursor on the column headers and make them wider or narrower, as long as the list has at least one row. • Wrap—Turn text wrapping on or off on a selected column. <p>These menu options appear in list edit and view modes.</p> <p>More</p>
 Add	<p>Click to add a row to the currently displayed list.</p> <p>This icon appears only in list edit mode.</p> <p>More</p>
 Edit	<p>Click to open the list edit mode.</p> <p>This icon appears only in list view mode.</p> <p>More</p>
 Save	<p>Click to save revisions to your list data and exit the list edit mode.</p> <p>This icon appears only in list edit mode.</p>
 Close	<p>Click to exit list edit mode without saving.</p> <p>After you click Close, a dialog provides an opportunity to save before closing. This icon appears only in list edit mode.</p>
 Delete	<p>Click to delete one or multiple selected list rows.</p> <p>This icon appears only in list edit mode.</p>

Element	Description
 Freeze	<p>Click to hold a selected list column in place.</p> <p>When users scroll the list horizontally, the frozen column and all columns to the left of it remain in their current position.</p> <p>This icon appears in list edit and view mode.</p> <p>More</p>
 Wrap	<p>Click to turn text wrapping on or off on a selected column.</p> <p>This icon appears only in list view mode.</p> <p>More</p>
 List data RSS feed	<p>RSS feeds must be enabled for the current portal to view the RSS Feed icon.</p> <p>A linked image to an RSS feed of the list.</p> <p>Click this icon, and use your WebCenter Portal login to view the RSS feed for the list shown in the List Details panel.</p> <p>Right-click the icon to open your browser's context menu and copy the link location. Use the link location with your preferred RSS reader. Your reader must support HTTP authentication.</p> <p>This icon appears in list edit and view modes.</p> <p>More</p>
 Find or create Links: <i>List Name</i>	<p>Click to open the Links dialog to link from the current list to other WebCenter Portal objects.</p> <p>You can also link from an individual list row to other WebCenter Portal objects.</p> <p>This icon appears in list edit and view modes.</p> <p>More</p>
 Refresh List	<p>Click to refresh your view of the List Details panel.</p> <p>This icon appears in list edit and view modes.</p>

RSS Manager

The **RSS Manager** provides access to news feeds from portals. Select a feed in the Really Simple Syndication (RSS) 2.0 or Atom 1.0 formats. For a given portal, RSS feeds enable you to track:









- A portal's activity
- A portal's announcements
- A portal's discussions
- A portal's lists
- A specific list


Use these feeds with your favorite RSS 2.0 or Atom 1.0 reader. Note that the reader must support HTTP authentication. When you access a news feed item in your reader of choice, the item links back to WebCenter Portal. Because the application itself requires authentication before you can access much of its content, your reader must be equipped to pass your login credentials to securely deliver access. Use your WebCenter Portal user name and password to access feed content.

More

 **Note:**

Oracle WebCenter Portal has deprecated the support for Jive features (announcements and discussions). If you have upgraded from a prior release to Release 12c (12.2.1.4.0), Jive features remain available in your upgraded instance but Oracle support is not provided for these features. In the next release, Jive features will not be available even in the upgraded instances

Element	Description
Filter	Select the RSS-enabled portals you want to view in the RSS Manager: <ul style="list-style-type: none"> • Show all to view a list of all the RSS-enabled portals to which you have access. • Show joined to view a list of all the RSS-enabled portals of which you are a member. This is the default selection. • Show public to view a list of all the RSS-enabled portals that are public.
Search	Enter the name of the portal you want to search, and click the Search icon ()
	Click to refresh the list of portals listed in the RSS Manager.
Portals	A list of expandable nodes labeled with the display names of portals where RSS is enabled, to which you have access. Expand the node of a particular portal by clicking its Expand icon () , and select feeds. To expand a given portal and all subordinate nodes, right-click a portal node and select Expand from the resulting context menu. In the RSS Manager, users see only those portals that are RSS-enabled and to which they have access.
 Announcements	A news feed related to a particular portal's announcements (Announcements has to be enabled for the portal). Select this feed to view recent announcements posted to the portal.
 Discussions	A news feed related to a particular portal's discussion forum (Discussions has to be enabled for the portal). Select this feed to view recent changes to the selected portal's discussions.
 Lists	A news feed related to a particular portal's lists (Lists has to be enabled for the portal). <ul style="list-style-type: none"> • Select this feed to view recent changes to the selected portal's lists. • Expand this node to select a feed of recent data additions and changes for a particular list () .
 RSS 2.0	An image with a hyperlink that targets an RSS 2.0-formatted news feed. Use the icon and link to view the feed directly or to copy the feed URL: <ul style="list-style-type: none"> • Right-click the <i>icon</i> to copy a link to the feed in the RSS 2.0 format. Copy the icon's associated feed URL using your browser's copy link command. • Click the <i>link</i> to view the feed. Use your portal's login credentials to access the feed viewer. <p>Make sure you use the feed with an RSS 2.0-enabled reader.</p>






Element	Description
 Atom 1.0	<p>An image with a hyperlink that targets an Atom 1.0-formatted news feed. Use the icon and link to view the feed directly or to copy the feed URL:</p> <ul style="list-style-type: none"> Right-click the <i>icon</i> to copy a link to the feed in the Atom 1.0 format. Copy the icon's associated feed URL using your browser's copy link command. Click the <i>link</i> to view the feed. Use your WebCenter Portal login credentials to access the feed viewer. <p>Make sure you use the feed with an Atom 1.0-enabled reader.</p>


View Topic

Note:

Beginning with 12c (12.2.1.3), Oracle WebCenter Portal has deprecated support for Jive features (announcements and discussions). If you are upgrading from a prior release, these features remain available only to support your existing portals that use announcements and discussions. Do not include these features in new portals.

This page provides a view of the detailed replies to a given discussion forum topic. Additionally, it provides controls for replying to, watching, editing, and deleting the displayed topic. More

Element	Description
Topic: <i>portal title</i> and topic breadcrumbs	<p>A series of links leading back to the Discussions Console.</p> <p>Click a link anywhere in the breadcrumb hierarchy to go directly to the related page.</p> <p>More</p>
 Reply Topic	Click to reply to a topic. More
 Edit Topic	Click to edit the current topic. More
 Delete Topic	(You might not see this option, unless you are the author or have the required permissions to delete.) Click to permanently remove a topic and all of its associated replies. More
 Subscribe	<p>RSS feeds must be enabled for the current portal to view the RSS Feed icon.</p> <p>Click to initiate a news feed subscription to the discussion topic. More</p> <p>Right-click the icon and select the copy-link-location command (that is, Copy Shortcut, Copy Link Location, or some other equivalent command) from your browser's context menu. Use the copied URL to configure a discussion forums news feed in your favorite RSS 2.0 reader. Note that your reader must support basic/HTTP authentication. For more information, see RSS Manager.</p>
 Watch Topic (or Remove Watch)	Click to add (or remove) the current topic to the Watched Topics list in the Sidebar. More

Element	Description
Show	Select from the list: <ul style="list-style-type: none"> • Hierarchical—Topic messages are indented to show whether they are a direct reply to the topic or a reply to a particular topic message (that is, a reply to a reply). • Flat—Topic messages are not indented. More
Topic and Topic Replies	The left column displays the user name of the author. Click the user name to open a context menu with options to contact the user. The right column is divided into two rows: <ul style="list-style-type: none"> • The first row contains the topic or reply subject and the date and time it was posted. To the right is a toolbar for replying to, editing, or deleting the topic or reply. • The second row contains the topic or reply. More
 Links	Click to add and access links from the topic to new or existing WebCenter Portal assets. More
Send Mail	Click to initiate a mail message containing the discussion text, location, author, and date it was created. More

5

Online Help Topics for Content

Add Link

Use the Add Link dialog to add a hyperlink to your published text. [More](#)

Element	Description
Link Type	Select: <ul style="list-style-type: none">• Page if you want to link to another page in the current portal.• External if you want to link to an external URL.• Content if you want to link to a file in your content repository. Note: If you select Content , the file must already exist in the content repository. You cannot upload files through the Add Link dialog.
Page Browser	Use the page browser to navigate through the pages in the current portal and select the page you want to use for the link destination. The page browser is available only if you select Page from the Link Type dropdown list.
Destination URL	Enter the URL to use to for the link destination. This field is available only if you select External from the Link Type dropdown list.
Content Repository Browser	Use the content repository browser to navigate through the content repository and select the file that you want to use for the link destination. The content repository browser is available only if you select Content from the Link Type dropdown list.
Display Text	Enter the text to use for the hyperlink. If you selected text in the Text component before creating the link, the Display Text field is prepopulated with the selected text. If you leave this field blank, the text for the hyperlink is determined from the link destination.
Target	Select: <ul style="list-style-type: none">• Same Window to display the link destination in the current browser window, navigating away from the current page.• New Window to display the link destination in a new browser window. If you do not specify a target, the browser default is observed, which is usually to open the link in the current browser window.

Related Topics

"Contributing and Publishing Rich Text" in *Using Portals in Oracle WebCenter Portal*

"Contributing and Publishing Content" in *Using Portals in Oracle WebCenter Portal*

Configure Content Manager

Use the Configure Content Manager dialog to define the default view of Content Manager. To define a particular view, you can browse libraries and folders using options in the access selection area (side bar) and use the search box to enter key words and phrases to filter your results.

Note that you cannot use the Configure Content Manager dialog to upload documents or perform actions on individual files or folders.

Element	Description
Access selection area options	Click to select options to define the Content Manager view: Search, Browse, Favorites, Clipboard, and Home.
Search	<p>Click to open the Searching Documents page where you can search for documents, and filter and sort the results to define the default view of the selected instance of the Content Manager task flow. You can choose to view the search results as lists, thumbnails, or tables and specify the number of items displayed per page.</p> <p>For information about the standard fields on this page, see Searching Documents. Not all fields listed in this topic are available in the Configure Content Manager dialog.</p>
Browse	<p>Click to open the Libraries page where you can search for libraries and filter the results to define the default view of the selected instance of the Content Manager task flow. You can</p> <p>While setting the default view, you can create a new library, sort and refresh the result list, choose to view the results as lists, thumbnails, or tables, and specify the number of items displayed per page.</p> <p>For information about the standard fields on this page, see Libraries. Not all fields listed in this topic are available in the Configure Content Manager dialog.</p>
Favorites	<p>Click to open the Favorites page to set the default view to the display the items marked as favorites. Favorites are listed in the order selected, with the most recent favorite at the top of the list.</p> <p>You can refresh the result list and choose to view the results as lists, thumbnails, or tables. You can also specify the number of items to be displayed per page.</p>
Clipboard	Click to open the Rendition Clipboard page that list any renditions added to the clipboard. You can specify the number of items to be displayed per page.
Home	<p>Click to view contents of the enterprise library of the current portal.</p> <p>For information about the standard fields on this page, see Searching Documents. Not all fields listed in this topic are available in the Configure Content Manager dialog.</p>
Save	Click to save the current view as the default view for your Content Manager task flow instance. Every time users access the page containing this instance of the task flow, the selected view will be displayed.

Related Topics

"Working with Content Manager Task Flow" in *Building Portals with Oracle WebCenter Portal*

Content Presenter Configuration

Use the Content Presenter Configuration dialog to select the content to display in the Content Presenter task flow, and to select the template to use to display that content.

The Content Presenter Configuration dialog is arranged in the following pages:

- [Content](#)
- [Template](#)
- [Preview](#)

In the summary panel on the left, a check mark () alongside an item indicates that the required information is complete and valid. Items that are not complete or valid display an empty box ()

Content

The **Content** tab of the Content Presenter Configuration dialog enables you to select or change content.

Element	Description
Content Source	<p>Select the type of content you want to display in the Content Presenter task flow:</p> <ul style="list-style-type: none"> • Single Content Item to display a specific content item. More • Contents Under a Folder to display the contents of a folder. More • Results of a Query to retrieve content based on a specified file name, keywords, content type, or other query criteria. More • List of Items to browse or search for any number of items to add to a list, and delete or reorder the items before adding the list to a page. More
Create Web Content	<p>Click to create or edit Oracle Site Studio content. More</p> <p>Note: This button appears only if your administrator has configured Site Studio on Oracle WebCenter Content Server, and if the Content Source is Single Content Item.</p>

Select Content Item to Display

The Select Content Item to Display section enables you to select the specific content item that you want to display in the Content Presenter task flow. [More](#)

This section is available when you select **Single Content Item** from the **Content Source** dropdown list.

Element	Description
Content Path	<p>Click Browse to open the Select Document dialog, where you can browse the connected WebCenter Content Server repository for the content you want to display.</p> <p>The name and location of the selected file is displayed next to the Content Path field.</p> <p>Note: WebCenter Content Server exposes a content item in the dialog only after it has a revision status of Released. The revision status of a new content item changes from Done to Released after it has reached its specified release date (specified by the <code>dInDate</code> property). Content items that do not have Released status will not appear in the dialog.</p>
Description	Displays the description of the selected file.
Size	Displays the size of the selected file.
Created	Displays the date on which the selected file was created.
Created By	Displays the name of the user who created the selected file.
Last Modified	Displays the date on which the selected file was last modified.
Last Modified By	Displays the name of the user who last modified the selected file.

Select Folder Containing the Content Items to Display

The Select Folder Containing the Content Items to Display section enables you to select the folder that contains the content items that you want to display in the Content Presenter task flow. [More](#)

This section is available when you select **Contents Under a Folder** from the **Content Source** dropdown list.

Element	Description
Folder Path	<p>Click Browse to open the Select Folder dialog, where you can browse the connected WebCenter Content Server repository for the folder that contains the content you want to display.</p> <p>The location of the selected folder is displayed next to the Folder Path field.</p>
Created	Displays the date on which the selected folder was created.
Created By	Displays the name of the user who created the selected folder.
Last Modified	Displays the date on which the content of the selected folder was last modified.
Last Modified By	Displays the name of the user who last modified the content of the selected folder.

Results of a Query

The Results of a Query section enables you to specify the query criteria that you want to use to identify the content to display in the Content Presenter task flow. [More](#)

This section is available when you select **Results of a Query** from the **Content Source** dropdown list.

Element	Description
File Name	Enter the name of a file in the WebCenter Content Server repository that you want to display in the selected template. You can use % as a wild card character to retrieve multiple files; for example: %.jpg.
Keywords	Enter any value that might be present in the content of the documents. The value may be one or more words or phrases.
Content Type	Select All Content Types to retrieve content items regardless of the content type, or select the name of a content type profile or Site Studio region template definition defined in WebCenter Content Server. A content type profile specifies properties that define a specific type of content (for example, a press release, or a news flash, or an image). The content type <code>IDC:GlobalProfile</code> is the name of a default content type profile defined in WebCenter Content Server that can be applied if no other content type profiles are defined. Other defined content types, such as site Studio region definitions, are available in this list.
Limit Results	Enter the maximum number of content items to be returned by the query. The default is 100.
Created	<p>Enter a date to use for returning content items based on the date they were created on the WebCenter Content Server. You can use the following modifiers:</p> <ul style="list-style-type: none"> • is—return content items created on the exact date specified • is after—return content items created after the date specified • is before—return content items created before the date specified • is between—return content items created between the two specified dates. When you select this option an additional date field is displayed <p>Note: You must use the date format determined by your WebCenter Portal preferences. If you are not sure what format to use, click the Select Date icon to select a date from a date picker rather than enter it manually.</p>
Last Modified	<p>Enter a date to use for returning content items based on the date on which they were last modified. You can use the following modifiers:</p> <ul style="list-style-type: none"> • is—return content items modified on the exact date specified • is after—return content items modified after the date specified • is before—return content items modified before the date specified • is between—return content items modified between the two specified dates. When you select this option an additional date field is displayed <p>Note: You must use the date format determined by your WebCenter Portal preferences. If you are not sure what format to use, click the Select Date icon to select a date from a date picker rather than enter it manually.</p>
Created By	<p>Enter a user name to use for returning content items based on the user who uploaded them to the WebCenter Content Server.</p> <p>Click the Select user name icon to open the Select user dialog, where you can search for users. More</p>
Last Modified By	<p>Enter a user name to use for returning content items based on the user who last modified them.</p> <p>Click the Select user name icon to open the Select user dialog, where you can search for users. More</p>
Additional Query Filters	<p>For a selected content type profile (for example, those prefixed with <code>IDC:</code> or <code>WCM:</code>), click the Add icon to list all the properties that are defined for the selected profile. Select one or more properties to refine the query to find content items with specific property settings.</p> <p>Note: This section is not applicable when Content Type is set to All Content Types.</p>

Element	Description
Sort On	For a selected content type profile (for example, those prefixed with IDC: or WCM:), select a property and then specify a sort order (ascending or descending). Note: This section is not applicable when Content Type is set to All Content Types .
Preview Results	Click to preview the results of the query.
Query Results	Displays the content items returned when a query is executed using Preview Results . The Query Results table lists the name, location, size, modified by, and last modified date for each item. Tip: You may have to use the horizontal scrollbar at the bottom of the Query Results table to view all the metadata.

Select Items to Display

The Select Items to Display section enables you to select multiple items to display in the Content Presenter task flow. [More](#)

This section is available when you select **List of Items** from the **Content Source** dropdown list.

Element	Description
Add	Click to open the Select One or More Content Items dialog, where you can browse the connected WebCenter Content Server repository and select multiple content items to display. Note: WebCenter Content Server exposes a content item in the dialog only after it has a revision status of Released. The revision status of a new content item changes from Done to Released after it has reached its specified release date (specified by the <code>dInDate</code> property). Content items that do not have Released status will not appear in the dialog.
Delete	Click to remove the selected content item from the list of items to display.
Move	Click to move the content item within the list.
Name	Displays the file names of the content items included in the list of items to display.
Location	Displays the locations of the content items included in the list of items to display.
Size	Displays the size of the content items included in the list of items to display.
Modified By	Displays the name of the user who last modified the content items included in the list of items to display.
Last Modified	Displays the date on which the content items included in the list of items to display were last modified.

Template

The **Template** tab of the Content Presenter Configuration dialog enables you to specify the display template to use. By default, Oracle WebCenter Portal selects an appropriate display template based on the type of content selected. You can change the default template as required. [More](#)

Element	Description
Template Category	<p>Select whether the template you want to use to display multiple content items is a default template, Site Studio template, or some other custom template category.</p> <p>By default, there are two categories: Default Templates and Site Studio Templates. This selection defines the collection of built-in display templates available for multiple content items. Other selections that may be available are custom template categories and display templates that the application specialist has uploaded to WebCenter Portal.</p> <p>This dropdown list is available only if the Content Source selected on the Content tab is a multiple content item (Contents Under a Folder, Results of a Query, or List of Items).</p>
Template	<p>Select the template that you want to use to display the selected content item or items.</p> <p>If the selected content item is a Site Studio contributor data file or other single content item, select either a Site Studio region display template or a Content Presenter display template.</p> <p>If you have selected multiple content items, you must first select the type of template you want to use in the Template Category dropdown list. The Template dropdown list then includes only templates of that type.</p> <p>Tip: To identify the Site Studio region display templates, hover your mouse pointer over the templates in the list to display hint text identifying the Site Studio templates.</p>

Preview

The **Preview** tab of the Content Presenter Configuration dialog enables you to preview the results of the selections you have made on the other tabs.

The appearance of the content on the **Preview** tab is dependent on whether the selected display template uses a stretch or flow layout. While the final view of the task flow can be configured to use either a stretch layout or a flow layout, the **Preview** tab uses only a flow layout. As a result, the preview of content using templates that were designed for a stretch layout will display unstretched at a fixed default size. This is the normal behavior of stretchable content when displayed in non-stretching flow layout. To allow stretchable content to stretch to its full size and fill the task flow space entirely, click the **Edit** icon for the task flow to display the Component Properties dialog, and select the **Stretch Content** property (on the **Display Options** tab). More

Related Topics

"Publishing Content Using Content Presenter" in *Building Portals with Oracle WebCenter Portal*

Documents

Use the Documents page, which exposes the Content Manager feature, to manage files and folders in the Home portal or the current portal. You can browse libraries and folders using options in the access selection area (side bar) and use the search box to enter keywords and phrases to filter your results.

The access selection area contains the following options:

Element	Description
Search	Click to open the Searching Documents page where you can locate and work with documents in the repository. The results of searching and browsing are displayed in the document list. For information about the standard fields on this page, see Searching Documents .
Browse	Click to open the Libraries page where you can view and work with libraries to which you have access. To upload documents to a specific library or folder, navigate to the library or folder and then upload the document. For information about the standard fields on this page, see Libraries .
Favorites	Click to open the Favorites page to view the list of items that you previously marked as favorites and to access the associated items. Favorites are listed in the order selected, with the most recent favorite at the top of the list. You can mark documents, folders, libraries, and saved searches as favorites by clicking the star next to the item in a list, or by selecting Favorite from an associated menu. Your favorites are visible only to you. For information about the standard fields on this page, see Favorites .
Clipboard	Click to open the Rendition Clipboard page to list any renditions you have added to the clipboard. A file can have multiple versions in different formats called renditions. For information about the standard fields on this page, see Rendition Clipboard .
Home	Click to view contents of the enterprise library of the current portal. The portal home page has the same areas as on the Searching Documents page.

Related Topics

"Creating and Managing Documents" in *Using Portals in Oracle WebCenter Portal*

Edit Image

Use the Edit Image dialog to specify the details of the image you want to publish. More

The Edit Image dialog is arranged in the following tabs:

- [Image](#)
- [Link](#)

Image

The **Image** tab of the Edit Image dialog enables you to specify the location of the image and a short description to use as alternate text.

Select your image carefully. If a specific size has been defined for images in the Image component properties, the image will be stretched or shrunk as appropriate to fit. If the size is not specified, the component will use whitespace for padding if the image is too small, or scrollbars if it is too large.

Element	Description
Image Location	<p>Select:</p> <ul style="list-style-type: none"> • Web if the image you want has not been uploaded to your Oracle WebCenter Content Server repository and is accessible using a URL. • Content Repository if the image you want to use has been uploaded to your WebCenter Content Server repository. <p>Note: If you select Content Repository, the image must already exist in the WebCenter Content Server repository. You cannot upload images through the Edit Image dialog.</p>
Image URL	<p>Enter the URL to use to access the image.</p> <p>This field is available only if you select Web from the Image Location dropdown list.</p>
Repository browser	<p>Use the repository browser to navigate through the WebCenter Content Server repository and select the image that you want to use.</p> <p>The image picker is available only if you select Content Repository from the Image Location dropdown list.</p>
Description	<p>Enter a description to use as the alternate text for the image. The description is displayed when a user hovers the mouse cursor over the image. It is also read by screen readers.</p>

Link

The **Link** tab of the Edit Image dialog enables you to turn your image into a clickable link. More

Element	Description
Link Type	<p>Select:</p> <ul style="list-style-type: none"> • No Link if you do not want the image to link to anything. • Page if you want the image to link to another page in the current portal. • External if you want the image to link to an external URL. • Content if you want the image to link to a file in your WebCenter Content Server repository. <p>Note: If you select Content, the file must already exist in the WebCenter Content Server repository. You cannot upload files through the Edit Image dialog.</p>
Page Browser	<p>Use the page browser to navigate through the pages in the current portal and select the page you want to use for the link destination.</p> <p>The page browser is available only if you select Page from the Link Type dropdown list.</p>
Destination URL	<p>Enter the URL to use for the link destination.</p> <p>This field is available only if you select External from the Link Type dropdown list.</p>
Repository Browser	<p>Use the repository browser to navigate through the WebCenter Content Server repository and select the file that you want to use for the link destination.</p> <p>The repository browser is available only if you select Content from the Link Type dropdown list.</p>

Element	Description
Target	Select: <ul style="list-style-type: none"> • Same Window to display the link destination in the current browser window, navigating away from the current page. • New Window to display the link destination in a new browser window. If you do not specify a target, the browser default is observed, which is usually to open the link in the current browser window.

Related Topics

"Contributing and Publishing Content" in *Using Portals in Oracle WebCenter Portal*

Embed Image

Use the Embed Image dialog to include an existing or newly uploaded image in your wiki or blog.

Element	Description
Select Image	Click to open the Link to Existing dialog, where you can select an image that exists in the connected content repository to embed in your wiki or blog.
Upload Image	Click to open the Link to New dialog, where you can drag or browse to an image on your local file system to upload to the connected content repository and embed in your wiki or blog.

Related Topics

"Working with Wikis" in *Using Portals in Oracle WebCenter Portal*

"Working with Blogs" in *Using Portals in Oracle WebCenter Portal*

Favorites

Use the Favorites page to view the list of items that you previously marked as favorites and to access the associated items. Favorites are listed in the order selected, with the most recent favorite at the top of the list.

You can mark documents, folders, libraries, and saved searches as favorites by clicking the star next to the item in a list, or by selecting **Favorite** from an associated menu. Your favorites are visible only to you.

Note:

When you mark a document as a favorite, you mark the document, not a particular revision, even though you may be viewing a particular revision when you mark the document as a favorite.


The Favorites page has the same areas as on the [Searching Documents](#) page. Following are the differences for the Favorites page.

Actions Area

Actions available for favorites are Get Link, Rename Favorites, and Properties. These are available from the context menu of an individual favorite.

Element	Description
Rename Favorite	Open the Rename Favorite window to specify a new name for the associated favorite.

Favorites List

Element	Description
Favorites	<p>Favorites are listed in the order selected, with the most recent favorite at the top of the list.</p> <p>To remove a favorite from the list, deselect the Favorite icon .</p> <p>You can have any number of items selected as favorites, but only the first 100 are displayed.</p>

Related Topics

"Basic WebCenter Content Concepts" in *Using Oracle WebCenter Content*

Libraries

Use the Libraries page to view and work with the libraries to which you have access. To upload documents to a specific library or folder, navigate to the library and folder and then upload the document. Doing so applies the correct metadata to a document and organizes it in Oracle WebCenter Content so that you and others can find it.

The Libraries page has the same areas as on the Searching Document page. Following are the differences for the Libraries page.



Actions Area

Actions available for System Libraries are Get Link, Create Shortcut, and Delete. Additional actions for Enterprise Libraries are Follow and Propagate Metadata. You can also open the Library Properties window for both types of Library.

Use caution when deleting libraries or folders. When you delete a library or folder, all items within the library or folder are also deleted, including subfolders. All documents are expired in the repository.

Element	Description
Create Library	Create a new library to store documents. How?

Libraries List

Element	Description
Libraries	<p>Libraries are listed in alphabetical order according to the type of view you select.</p> <p>To perform actions on one or more libraries, click the selection box associated with a library. The options you can perform on the selected library or libraries are displayed next to the Select menu.</p> <p>To view a context menu of actions for a single library, right-click any blank area in the row or cell associated with the library.</p> <p>There are two types of libraries, each with a distinct icon:</p>
 System Library	<p>System Libraries are created and managed by Oracle WebCenter Content to organize documents that are in a system process, such as checked-out or expired documents. You cannot upload documents to a system library.</p>
 Enterprise Library	<p>Enterprise Libraries are created by individuals to provide flexible security and comprehensive document management used by an entire organization. You can allow access to individual folders and documents in an enterprise library.</p>

Related Topics

"Working with Libraries" in *Using Oracle WebCenter Content*

Rendition Clipboard

The Rendition Clipboard lists any renditions you have added to the clipboard. A file can have multiple versions in different formats called renditions. All of the renditions for a particular file are listed under the Document Properties - Summary page for the document.

The Rendition Clipboard page has the same areas as on the Searching Documents page. Following are the differences for the Rendition Clipboard page.




Search and User Options Area

Element	Description
Search	<p>In general, the search box provides search and filter options for locating documents, folders, and libraries. The Rendition Clipboard applies a system filter that displays only the items that you have added to the clipboard.</p> <p>You cannot add filters to the search box, but you can specify search text to further refine the search.</p>
Upload	This option is not available on the Rendition Clipboard.

Rendition List

Element	Description
Renditions	<p>Files are listed in alphanumeric order by file name. Each file groups the file revisions (if any) and associated renditions currently available on the clipboard. To select one or more renditions, click the box next to the rendition name. The action icons update to show the actions you can perform.</p> <p>To view a web-viewable rendition, click the Web-Viewable rendition name. To download any other rendition, click the rendition name.</p> <p>If the renditions currently listed on the clipboard are not renditions of the most current version, a link is provided to the most current version of the document.</p>

Actions Area

Element	Description
Select	To perform actions on one or more renditions, click the selection box associated with a rendition or use the Select All or Select None options from this menu. The options you can perform on the selected item or items are displayed next to the Select menu.
Actions	
 Empty	Remove all renditions from the clipboard.
 Remove Renditions From Clipboard	Remove the currently selected renditions from the clipboard.
 Download Renditions	<p>Download the selected renditions. One or more renditions are combined in a single file named <code>Bundle.zip</code> by default. Within the <code>.zip</code> archive, each rendition is named with the following convention:</p> <pre><name> (<rendition_name>) [<id> <revision>].<extension></pre> <p>For example, the web-viewable rendition of the file <code>Flag.gif</code> is downloaded with a name similar to the following:</p> <pre>Flag_(Web) [abc00123 Revision-1].gif</pre>

Related Topics

"Understanding Document Renditions" in *Using Oracle WebCenter Content*

Searching Documents







Use the Searching Documents page to locate and work with documents in the repository to which you have access.




The page is arranged in the following sections:

- [Search and User Options Area](#)
- [Document List](#)
- [Actions Area](#)


- Item and Page Information Area

Search and User Options Area

Element	Description
Search box (unlabeled)	In general, the search box provides search and filter options for locating documents, folders, and libraries. When browsing a library or folder, a system filter is applied that displays only the items within the selected library and folder. You can add filters or additional search terms to the search box to further refine the search. How?
▼ Filter	<p>Display a list of pre-defined filters you can use to limit search results. For example, you can select one or more filter options to display only those documents that you either authored, follow, have checked out, or have marked as favorites. You can select a content type of Digital Media, for example, to limit the search results to documents that contain images or video. You can select a security group of Public to limit the search to documents that are available to all users.</p> <p>You can add more than one filter and combine filters with specific search text that you enter. To remove a filter from the search box, click the Delete Filter icon  next to the filter.</p> <p>Click the More Filters icon  to show any applied filters not shown in the search box. When you add or remove a filter, you immediately initiate the search represented in the search box.</p>
Immediate Results (unlabeled pop-up box)	<p>When you enter text in the search box, a list of item names that contain the text is displayed below the search box. The list divides the results into documents, libraries, and folders categories. For documents, select a specific document name to display the document. Select a specific folder or library to display the contents of that folder or library.</p> <p>Click one of the category names (Documents, Libraries, or Folders), to search for items in that category that match the specified text.</p> <p>Immediate results use a "fuzzy" match (rather than an exact match) to match any portion of the name only. Other document information is not included in the search.</p>
If you enter search text...	If you enter search text, the text is compared to indexed metadata such as owner and title as well as the full-text of each document if Oracle WebCenter Content is configured to index full-text. Unlike immediate search results, the text you enter must match an entire word rather than any portion of the word. You can use the ? wildcard to match any single character or the * wildcard to match any number of characters. More
 Search for documents	<p>To initiate a text search, press Enter or click the Search for documents icon.</p> <p>Search results contain documents only. Libraries, folders, and shortcuts are excluded.</p>
 Workflow Notification	Click to see the list of pending documents for you to review.
 Clipboard	Click to open the Rendition Clipboard page with a list of any renditions you have added to the clipboard. A file can have multiple versions in different formats called renditions. All of the renditions for a particular file are listed under the Document Properties - Summary page for the document.
 Notifications	Click to open the Content In Workflow and see a list of documents that are currently in one or more workflow steps in which you are assigned an action. The number of documents assigned to you is shown next to the icon. This icon is displayed only if you have workflow assignments.






Element	Description
Searching Documents menu	Click  to access this menu.
Create New Saved Search	Choose Create New Saved Search from the menu to save the search criteria currently displayed in the Search box to a specified library or folder. To run the search again, locate and double-click the saved search in the folder hierarchy in the side bar or in a folder search results list. If you run a saved search, this menu includes the Update Saved Search <search_name> option. If you modify the search, you can choose this option to overwrite the original saved search with the changes you have made.
 Upload	Add one or more documents to the content server. How? When you upload a document, you provide information about the document using a selected profile. A profile determines what information fields are presented. Documents that you upload while browsing the document list for a particular library or folder are added to that library or folder. Documents that you upload while viewing the document list generated by a search of the entire content server are outside the context of a particular folder or library and are added to the content server as unfiled documents. More
Select	To perform actions on one or more documents, click the selection box associated with a document or use the All or None options from the Select menu. The actions you can perform on the selected documents are displayed as icons next to the Select menu or in the More menu. Actions available for a single document are available from its context menu, viewable by right-clicking any blank area in the row or cell associated with the document.
Sort By	Sort the document list by the selected value in the selected order.
View	Use the options in the View menu to change the way documents are displayed: List, Thumbnail, or Tabular. The view you choose is saved and used for all document lists until you change the view. More
 Refresh	Click the Refresh icon to reload the page with any updates.


Document List

Element	Description
Documents	Documents are listed according to the selected Sort By and View options.
List view	Each document is displayed in a separate row that contains a thumbnail image of the document content next to basic information about the document, including favorite status, file name, author, release date, and comments. This is the default view. Click on any empty space in the row to display additional metadata for the associated document. Click the thumbnail or title to display the Document Page with detailed information about the document. Click the Download icon  to download the associated document. Click the Favorite icon to change the favorite status. A solid blue icon marks an item as a favorite.

Element	Description
Thumbnail view	<p>The documents are displayed in a grid from left to right and from top to bottom. Each cell in the grid contains a thumbnail image of the document content, favorite status, and file name.</p> <p>Click the thumbnail or title to display the Document Page with detailed information about the document. To download the file itself, click the check box to select the file and choose Download from the More menu. Click the Properties icon to display basic information about the document. Click the Favorite icon to change the favorite status. A solid blue icon marks an item as a favorite.</p>
Tabular view	<p>Each document is displayed in a separate row with columns that include icons for favorite status and document type, the file name, comments, and author.</p> <p>Click the thumbnail or file name to display the Document Page with detailed information about the document. To download the file itself, click the check box to select the file and choose Download from the More menu. Click the Favorite icon to change the favorite status. A solid blue icon marks an item as a favorite.</p>

Actions Area

Element	Description
Actions	<p>You can apply the following actions to a single selected item unless otherwise noted.</p> <p>Options can vary based on selection and user privilege. Only those actions that you can use are shown in the user interface. The complete list of actions is included here.</p> <p>You can also perform most of these actions from the Document Page when you click a document from the document list.</p>
 Check In New Revision	Click to open the Check In New Revision window to select and check in a new revision of the selected document. How?
 Get Link	Click to open a window with links to view or download the selected item. Right-click the link to see a menu of options for copying or saving the link information.
 Move	Click to open the Move (Folders and Files) window to specify a destination for the associated document or shortcut. This option is not available for unfiled documents.
 Copy	Click to open the Copy - Choose Destination window to specify a destination for a copy of the associated document or shortcut. This option is not available for unfiled documents. For more information about resolving naming conflicts, see Copy - Naming Conflict Options.
 Delete	Click to delete the selected item or items, if you have the privileges to do so. You are prompted to confirm the action. This action cannot be undone. Deleted documents are expired in the repository.
Check Out/ Cancel Check Out	<p>Click to lock the document so that no other user can revise it. Only one user at a time can check out a file, but multiple users can continue to view the released document even when it is checked out.</p> <p>After checking out a document, you must either check in a new revision or undo the check-out before the document can be revised again. You must have Write permission to the document to check it out or check in a revision. To undo a check-out, you must either be the one who checked out the document or have Administrator permission for the document.</p>

Element	Description
Check Out and Edit	<p>Click to check out the document and attempts to open the file in the associated application. This option is available only for supported office documents with extensions such as .doc, .xls, .ppt, and so on. This option is not available if you are using the Safari web browser or operating systems other than Microsoft Windows.</p> <p>You must have Write permission to the document to check it out or check in a revision. To undo a check-out, you must either be the one who checked out the document or have Administrator permission for the document.</p>
Download	Click to open a download window to open or save a local copy of the selected document. The document is not checked out and is simply a copy of the document that you can use locally.
View Web Rendition	<p>Click to open a web-viewable version of the document, if available, in a separate browser window.</p> <p>If your system does not have conversion features installed, or if a particular file type cannot be converted, the native file format is used.</p> <p>To view the web-viewable rendition of a content item in a browser, you must have the appropriate helper application or web browser plug-in installed. For example, to view the PDF version of a content item, you must have the Adobe Acrobat plug-in.</p>
View Dynamic Conversion	Click to open an HTML-formatted version of the document, if available, in a separate browser window.
Add to Rendition Clipboard	Click to add renditions of documents to the Rendition Clipboard .
Follow	<p>Click to add the item to the list of items that are monitored for changes. Documents that you follow show a check mark in this menu.</p> <p>When a new revision of an item you follow is checked in, you are notified by email. To quickly see a list of items you are following, perform a search with the Followed By You filter. How?</p>
Create Shortcut	Click to open the Create Shortcut window to specify the name and folder location of a shortcut to the selected item.
Rename	Click to open the Rename Document window to rename the associated document or shortcut. You must have write permission to rename a document or shortcut.
File/Unfile Document	Click to add the current document to a library or remove it from the current library. Documents not associated with a library are considered "unfiled" documents.
Upload Similar Document	Click to open the Upload Similar Document window to upload a document with similar characteristics to the current document. Metadata values for the current document are used as default values for the newly uploaded document where possible.
Propagate Metadata	Click to open the Propagate Metadata window for applying selected metadata values to the folders and documents in the library.
Properties	Click to open the Document Page where you can view properties for the associated document.
Sort By	Click to sort the document list by the selected value in the selected order.
View	Select from the menu to change the way documents are displayed: List, Thumbnail, or Tabular. The view you choose is saved and used for all document lists until you change the view. More
 Refresh	Click to reload the page with any updates.

Item and Page Information Area

Element	Description
Item Count	Displays the number of items in the list.
Previous	Click to show the previous page. This action is not available if you are viewing the first or only page.
Page	Click a page number to show that page. The current page is highlighted.
Next	Click to show the next page. This action is not available if you are viewing the last or only page.
Items per Page	Select the number of items to show on a single page. The default is 25. The value you specify is saved and used for all document lists until you change the value.

Related Topics

"Finding Libraries, Folders, and Documents" in *Using Oracle WebCenter Content*

6

Online Help Topics for Pages

Access

Use Access properties to set component security to show or hide the component, or specify more granular visibility by role or user, or by using an EL expression. More



Element	Description
Visibility	Select an option for securing the component: <ul style="list-style-type: none">• Show component (default) to specify that the component is always visible to all users.• Hide component to specify that the component is not shown when the page is viewed. However, the component is shown when editing the page in the portal editor, so that you can modify its Access settings.• Customize by role or user to select specific roles and users who can access the component. When this option is selected, the current user is given Visible access to the component by default.• Customize using EL to enter Expression Language (EL) that must evaluate to true for the component to be visible.
input field	Active only if you select Customize using EL . Enter Expression Language (EL) that must evaluate to true for the component to be visible.
Add Access	Active only if you select Customize by role or user . Click to select from the menu: <ul style="list-style-type: none">• Add Users or Add Groups to search for and select individual users or groups of users available in your identity store.• Add Roles to search for and select defined roles.• Add Authenticated Role to change component access for all authenticated users (that is, to users who are logged in to WebCenter Portal). This selection adds the role <code>authenticated-role</code> under Role or User, with access to the component by default.• Add Anonymous to change component access for all public users (that is, users who are not logged in to WebCenter Portal). This selection adds the role <code>anonymous-role</code> under Role or User with access to the component by default.
Delete Access	Click to remove component visibility for a selected user or role.
Role or User	Lists all the users and roles that can be given permissions to access the page.

Add New/Edit Data Source

The Add New/Edit Data Source wizard includes the following pages:



- [Source](#)
- [Authentication](#)

Source

Element	Description
Name	(Required) Enter a name for the new REST data source.
Description	Optionally, enter a description for the new REST data source.
Resource Path	(Required) Enter a valid REST resource path URL against which the data source will be created. For example, the resource path <code>http://dev.markitondemand.com/Api/v2/Quote?symbol=AAPL</code> provides stock quotes. The resource path must support at least the GET method, along with any other method (PUT, POST, DELETE).
Test	Click to confirm the resource path is valid and that it returns data.
Parameters	The parameters are populated based on the resource path provided. Click icons to remove  selected or add  new parameters
Data Source Return Type	Select a data source return type that specifies data type returned by the Resource Path URL. A URL can return data in either XML format or JSON format.
Use Portal Proxy	Select if you specified an external URL.
Use Authentication	Select to use authentication. If selected, also select the authentication type (for example, Basic)

Authentication

Use the Authentication page to define the authentication type (for example, Basic Authentication). This page displays when **Use Authentication** is enabled on the **Source** page.

Element	Description
Filter Credentials	Enter the filter criteria and click the Search  icon. Click  to clear the search field.
Add Credentials	Click to display the Credentials page.
Authentication Credentials List	Lists all existing credentials.
External Apps	Lists external applications.

Related Topics

"Working with Data Sources" in *Building Portals with Oracle WebCenter Portal*

"Working with Data Visualizations" in *Building Portals with Oracle WebCenter Portal*

Add to Catalog

Use the Add to Catalog dialog to save a task flow with customizations to the resource catalog as a new task flow. [More](#)

Once added to the resource catalog, the task flow can be selected in the resource catalog by any user who has permissions to edit pages in the portal.

 **Note:**

Only changes to the properties and parameters of a task flow are saved in the new task flow added to the resource catalog. Changes to the content of the task flow (such as entries in a discussions task flow) remain unique to the task flow instance and are not included when saving the task flow to the resource catalog as a new task flow.

Element	Description
Name	Enter a name for the custom task flow in the resource catalog. A name that duplicates an already existing task flow name is allowable.
Description	(Optional) Enter a description for the custom task flow.
Folder	Click to select the folder where you want the custom task flow to appear in the resource catalog.
Add to Catalog	Click to add the task flow to the resource catalog assigned to the page.

Child Components

Use the Child Components tab to rearrange, show, and hide the child components of the current component. This tab is available in Structure view to all components that enclose other components, such as the Box and Movable Box layout components.

Select or deselect the checkbox to show or hide a child component, and use the arrow icons to rearrange the order of the child components. [More](#)

Content Style

Use Content Style properties to set style properties that define the appearance of the content of the current component. Content Style properties apply to the content within the `ShowDetailFrame` container of the component instance, overriding any styles specified for Style properties, the page, and the application.

 **Note:**

While you can set Style and Content Style properties for a component, these settings may not take effect due to other settings that apply to the component. [More](#)

All components share the same Content Style properties. For descriptions of these common properties, see [Style and Content Style Properties](#).

Related Topics

"Modifying Component Properties" in *Building Portals with Oracle WebCenter Portal*

"Expression Language Expressions" in *Developing for Oracle WebCenter Portal*

Create Navigation Item

Use the Create Navigation Item dialog to specify the properties of an item being added to the portal navigation. [More](#)


Different properties are displayed on the **Target** and **Options** tabs depending on the type of the navigation item selected. The **Parameters** tab displays if the underlying resource supports parameters.

The Create Navigation Item dialog is arranged in the following tabs:

- [Target](#)
- [Options](#)
- [Parameters](#)


Target

The Target tab of the Create Navigation Item dialog enables you to identify the item that you want to add to the portal navigation.

Click the  icon next to any property and select **Expression Builder** to enter an EL expression that determines property values dynamically.

Common Target Properties

The following properties apply to all types of resources.

Element	Description
ID	<p>Enter a unique ID for the item.</p> <p>This field is automatically populated with a generated ID, for example, <code>newcontentlink</code>. but as it is used to create the URL to access the node in the portal navigation, you may want to change it to something more descriptive.</p> <p>The ID must be unique within the portal navigation. The first character must be either an uppercase or lowercase letter or the underscore character (<code>_</code>). Subsequent characters can be any alphanumeric character or a dash (<code>-</code>), period (<code>.</code>), or underscore (<code>_</code>).</p> <p>If the item is at the top level of the portal navigation, the ID must not be <code>wc_navtitle</code> or <code>wcnav_externalId</code>. These IDs are reserved.</p>
Name	Enter a display name for the navigation item.
Description	Enter a brief description of the navigation item.
Visible	<p>Select to display a node for this item when the portal navigation is displayed on a page.</p> <p>Alternatively, click the  icon and select Expression Builder to enter an EL expression to determine under which conditions the item is included in the navigation. For example, to specify that the item should be visible only to users with the <code>Moderator</code> role, use the following EL expression:</p> <pre># {WCSecurityContext.userInScopedRole['Moderator'] }</pre>

Target Properties for Content Items

The following elements apply to content items.

Element	Description
Path	Enter the path of the content item or folder to include in the portal navigation, or browse the content repository to locate it.
Content Presenter Template	Select the Content Presenter display template to use to display the content item or folder when it is selected in the navigation.
Page Template	Select the page template to use to display the content item when it is selected in the portal navigation. Select [system default] to use the portal or application default page template.

Target Properties for Content Queries

The following elements apply to content queries.

Element	Description
Query String	Enter the query criteria to identify the content to include in the portal navigation, for example: <code>select * from cmis:document WHERE cmis:name LIKE 'Foo%'</code>
Hide Top-Level Folder	Select to display the results of the query directly rather than displaying them under a folder.

Target Properties for Links

The following elements apply to links.

Element	Description
Path	Enter an external URL, or click the search icon to select an external application. Note: In the Select dialog, the Select button becomes active only when you select an item that can be included in the portal navigation.
Page Template	Select the page template to use to display the link when it is selected in the portal navigation. Select [system default] to use the portal or application default page template.

Target Properties for Pages Queries

The following elements apply to pages queries.

Element	Description
Find Pages In	<p>Select:</p> <ul style="list-style-type: none"> • Home Portal to add the Home portal and all its pages to the portal navigation. • Portal to add the Home page of a specific portal and all its other pages to the portal navigation. Leave blank to specify the current portal, enter the name of a different portal, or click the Select Portal icon to select from available portals. Leave the field blank to link to the current portal. In the Select Portal dialog, you can filter the list of portals to those that you have joined, those that you moderate, or those that are public. • Path to add a specific page and all its subpages to the portal navigation. Enter the path of the page, or click the Select Page icon to select from all available pages.
Page Style	<p>Select the style of page to include in the portal navigation. For example, select Wiki to add only pages that use the Wiki page style to the portal navigation.</p> <p>Select [system default] to display all pages, regardless of style.</p>
Excluded Page Styles	<p>Enter the paths of one or more page styles, separated by commas or spaces, to exclude from the page query. For example:</p> <pre>/oracle/webcenter/siteresources/scopedMD/s8bba98ff_4cbb_40b8_beee_296c916a23ed/pageStyle/gsr1b60e8a7_2e23_48ff_9571_31ede592de1a/TemplateWiki.jspx, /oracle/webcenter/siteresources/scopedMD/s8bba98ff_4cbb_40b8_beee_296c916a23ed/pageStyle/gsr1b60e8a7_2e23_48ff_9571_31ede592de1b/TemplateBlog.jspx</pre> <p>Tip: You can find the path of a page style by selecting it on the Assets or Shared Assets page and choosing Show Properties from the Actions menu.</p>
Visibility	<p>Select:</p> <ul style="list-style-type: none"> • Show all items to expose in the portal navigation every page in the results of the query, regardless of their individual Visibility property setting • Show only visible items to filter the results of the query to expose in the portal navigation only those pages whose individual Visibility property is selected • Show all but visible items to filter the results to the query to expose in the portal navigation only those pages whose individual Visibility property is deselected
Hide Top-Level Folder	<p>Select to display the subpages in the hierarchy directly rather than displaying them under a folder for the parent page.</p>
Page Template	<p>Select the page template to use to display the item when it is selected in the portal navigation.</p> <p>Select [system default] to use the portal or application default page template.</p>

Target Properties for Portal Queries

The following elements apply to portal queries.

Element	Description
Portal	Enter the name of the portal that you want to add to the navigation, or click the Select Portal icon to select from all available portals. Leave blank to specify the current portal.
Hide Top-Level Folder	Select to display the selected portal directly rather than displaying it under a folder.
Advanced Query	Enter an EL expression to further refine the list of portals included in the portal navigation.

Options


The Options tab of the Create Navigation Item dialog enables you to specify additional display options for the navigation item.

Element	Description
Access Key	Enter a key mnemonic (single character) to use to select the navigation item without using the mouse.
Icon URI	Enter a path and file name of an image to use to represent the item in the portal navigation.
Search Keywords	Enter keywords to facilitate keyword searching of the navigation item.
Tool Tip	Enter brief descriptive text to display when users hover the mouse over the item in the portal navigation.
External ID	Enter an ID to enable a direct reference to the item from a static link in the page. Navigation items with this attribute defined can be accessed using <code>/faces/wcnav_externalId/externalId</code> from an <code>af:goLink</code> component in a page or using <code>/wcnav_externalId/externalId</code> from an External Link navigation item in the portal navigation. The alternative is to access the node by its hierarchy, which is faster, but may change as the application develops.
Open Link in	Select where to display the navigation item when it is selected. The options available depend on the type of navigation item. Note: Popups are not supported for pages.
Redirect	Select to redirect the URL specified for the item. If you do not select this option, then the URL is rendered within the current page template. For Link items that point to business role pages (for example, the My Profile page), Redirect has no effect; clicking the link always displays the page in the Home portal. For Link and Page Link items that point to a page in a different portal, you must select Redirect to open the page inside the portal to which the page belongs. You cannot view another portal's page in the current portal, but you can redirect there to view the other portal's page in that portal
New Attribute Name	Enter the name of an attribute to that has been defined for the item but not exposed in the dialog. You can also select an attribute from the drop-down list. You can also create your own attributes that can then be referenced in page templates to render the item.

Element	Description
New Attribute Value	Enter a value for the attribute specified in the New Attribute Name field, then click Add . Tip: To delete an attribute, clear the attribute value and click Save .

Parameters

The Parameters tab of the Create Navigation Item dialog enables you to provide values for any parameters supported by the underlying navigation item. You can also add custom parameters.

Element	Description
New Parameter Name	Specify the name of a parameter to use for this navigation item.
New Parameter Value	Specify a value for the new custom parameter. Click the  icon and select Expression Builder to enter an EL expression that specifies a variable value instead of a constant value. Tip: To delete a parameter, clear the parameter value and click Save .
Add	Click to display the new parameter name/value pair.

Create Page


Use the Create Page wizard to create a new page in the portal editor.

The Create Page wizard includes the following pages:

- [Page Style and Information](#)
- [Settings](#)
- [Access](#)

Page Style and Information

The Page Style and Information page of the Create Page wizard enables you to select a style for the new page that describes the layout and may also dictate the type of content the page supports, and specify page information (title, description, keyword and URL).

Element	Description
Choose a Page Style	Choose an available page style for the new page. More. In the Filter field, enter a full or partial search term, then click  to show all page styles for which a match is found in the name, description, or keywords.
Review Page Information	Modify page information as desired in the following fields:

Element	Description
Page name	<p>Enter a suitable name for the page. The name that you enter here displays at the top of the page and other places where pages are available for selection, such as in the page navigation for the portal.</p> <ul style="list-style-type: none"> If you enter a name that duplicates an existing page name, WebCenter Portal automatically adds a numeric suffix to the page name and creates the new page with the modified name. For example, if <code>MyPage</code> exists, and you try to create a new page named <code>MyPage</code>, the new page will be created with the name <code>MyPage1</code>. For wiki pages, the following characters may not be used in the page name: <code>? \ / : [] * ' " </code> <p>For wiki page names, you can use letters, numbers, character spaces, and periods (.).</p>
Description	Optionally, enter a short description explaining the purpose or objective of the page.
Keywords	Optionally, enter keywords related to the content of the page to make it more easily discoverable in search results.
URL	Optionally, change the URL for the page from the default shown.
Page Settings	Click to open the Settings page.
Set Permissions	Click to open the Access page.

Settings

The **Settings** page of the Create Page wizard enables you to edit page parameters, when the selected page style supports parameters.

Note:

If you do not edit page parameters in the Create Page wizard at this time, you can do so later in the portal editor. [More](#)

For example, the built-in Blog page style includes the following parameters with default values:







Element	Description
Left Width	Use to adjust the fixed width of page columns.
Center Width	
Right Width	
Show Header	Use to display (<code>true</code>) or hide (<code>false</code>) a page footer and header. Both of these content areas are immune to user customizations, preventing them from being dragged to a new position or otherwise altered in page view mode.
Show Footer	

Access

The Access page of the Create Page wizard enables you to establish the permissions for other users, groups, and roles to work with the selected page.

 **Note:**

You can override the default page security to create a page that does not take the permissions from the portal roles, but instead allows custom scenarios to be set up where you can control who can see the page, who can edit it, who can create subpages, and so on. If you do not set security in the Create Page wizard at this time, you can set it later in the portal editor.
More

Element	Description
Access Method	Click to select an access method for the selected page: <ul style="list-style-type: none"> • Override Security. Select to customize access on the current page. When selected, the settings below are made available. • Inherit Parent Security. Select to specify that the page should inherit access settings from the permissions established for the portal, or for the parent page (if a subpage). When selected, the settings below are not available.
 Add Users  Add Groups  Add Roles	(When Override Security is selected) Click to open a search dialog to select users, groups, or roles to add to the Role or User list. More
 Add Authenticated Role	Click to add the role <code>authenticated-role</code> to the Role or User list, with default View access to the page. This role is given to all users who are logged in to WebCenter Portal.
 Add Anonymous Role	Click to add the role <code>anonymous-role</code> to the Role or User list, with default View access to the page. This role is given to all public users (that is, users who are not logged in to WebCenter Portal).
 Delete Access	Click to remove access to the page for a selected user, group, or role.
Role or User	Lists all the users, groups, and roles that can be given permissions to access the page.
Access	For each user, group, and role listed under Role or User , select or deselect access permissions, as described here.

Create Page

Use the Create Page wizard to create a new page in the current portal, automatically adding it to the portal navigation.

The Create Page wizard includes the following pages:

- [Select a Style](#)

- [Page Information](#)
- [Settings](#)
- [Access](#)

Select a Style

The Select a Style page of the Create Page wizard enables you to select a style for the new page that describes the layout and may also dictate the type of content the page supports. [More](#)

Page Information

The Page Information page of the Create Page wizard enables you to enter a page name and optional description and keywords.

Element	Description
Title	<p>Enter a suitable name for the page. The name that you enter here displays at the top of the page and other places where pages are available for selection, such as in the page navigation for the portal.</p> <ul style="list-style-type: none"> • If you enter a name that duplicates an existing page name, WebCenter Portal automatically adds a numeric suffix to the page name and creates the new page with the modified name. For example, if <code>MyPage</code> exists, and you try to create a new page named <code>MyPage</code>, the new page will be created with the name <code>MyPage1</code>. • For wiki pages, the following characters may not be used in the page name: <code>? \ / : [] * ' " </code> <p>For wiki page names, you can use letters, numbers, character spaces, and periods (.).</p>
Description	Optionally, enter a short description explaining the purpose or objective of the page.
Keywords	Optionally, enter keywords related to the content of the page to make it more easily discoverable in search results.

Settings

The **Settings** page of the Create Page wizard enables you to edit page parameters, when the selected page style supports parameters.

Note:

If you do not edit page parameters in the Create Page wizard at this time, you can do so later in the portal editor. [More](#)

For example, the built-in Blog page style includes the following parameters with default values:







Element	Description
Left Width	Use to adjust the fixed width of page columns.
Center Width	
Right Width	
Show Header	Use to display (<code>true</code>) or hide (<code>false</code>) a page footer and header. Both of these content areas are immune to user customizations, preventing them from being dragged to a new position or otherwise altered in page view mode.
Show Footer	

Access

The Access page of the Create Page wizard enables you to establish the permissions for other users, groups, and roles to work with the selected page.

Note:

You can override the default page security to create a page that does not take the permissions from the portal roles, but instead allows custom scenarios to be set up where you can control who can see the page, who can edit it, who can create subpages, and so on. If you do not set security in the Create Page wizard at this time, you can set it later in the portal editor.
More

Element	Description
Access Method	Click to select an access method for the selected page: <ul style="list-style-type: none"> Override Security. Select to customize access on the current page. When selected, the settings below are made available. Inherit Parent Security. Select to specify that the page should inherit access settings from the permissions established for the portal, or for the parent page (if a subpage). When selected, the settings below are not available.
Add Access  Add Users	(When Override Security is selected) Click to open a search dialog to select users, groups, or roles to add to the Role or User list. More
 Add Groups	
 Add Roles	
Add Access  Add Authenticated Role	Click to add the role <code>authenticated-role</code> to the Role or User list, with default View access to the page. This role is given to all users who are logged in to WebCenter Portal.
Add Access  Add Anonymous Role	Click to add the role <code>anonymous-role</code> to the Role or User list, with default View access to the page. This role is given to all public users (that is, users who are not logged in to WebCenter Portal).
 Delete Access	Click to remove access to the page for a selected user, group, or role.

Element	Description
Role or User	Lists all the users, groups, and roles that can be given permissions to access the page.
Access	For each user, group, and role listed under Role or User , select or deselect access permissions, as described here.

Create Page Variant

Use the Create Page Variant page to create a new page variant for the current page, automatically adding it to the portal navigation. Page variants are alternative views of an existing page for specific device groups to target specific device size and characteristics. The base page and the page variant have the same URL, security, parameters, and so on. Any changes you make to the base page are reflected in the page variant, and vice versa. [More](#)

The Create Page Variant page includes the following sections:

- [Device Group](#)
- [Page Content and Style](#)

Device Group

The Device Group section of the Create Page Variant page shows the device groups configured for the portal. Select the device group for which you want to create a page variant. [More](#)

Page Content and Style

The Page Content and Style section of the Create Page Variant page enables you to either copy the base page content and style, or select a new style for the page variant. The page style describes the layout and may also dictate the type of content the page supports. [More](#)

Element	Description
Copy Base Page Content and Style	Select to copy the content and style from the base page. Deselect to create a page variant with different content and style than the base page.
Select a Page Style	The built-in page styles provided with WebCenter Portal are described here.

Credentials

Use the Credentials page to define the data source security type and define or edit the login information. This page is displayed when **Add Credentials** is selected on the Define Data Visualization wizard Authentication page.

Element	Description
Select Security Type	Select security type of Basic Authentication, OAuth, or Taleo Token Generator, and enter corresponding settings. More
Name	(Required) Enter a name for the new credential.

Related Topics


"Working with Data Sources" in *Building Portals with Oracle WebCenter Portal*

"Working with Data Visualizations" in *Building Portals with Oracle WebCenter Portal*

Display Options

Use Display Options properties to control a range of display-related behaviors on the current component instance. Typically, display options settings affect the display elements surrounding component content (that is, its *chrome*). Chrome includes the header, the **Actions** menu, Expand and Collapse icons, and so on. For example, use the display options on a task flow to hide or show a header and enable or disable menus and other options on the header. Most components share the same Display Options properties. More

Most components show all Display Options on one tab. Components that have more associated display options include two subtabs: **Basic** and **Advanced**.

Enter parameter values, or click the  icon next to a field and select **Expression Builder** to open the [Expression Editor](#) to set the value using Expression Language (EL).

For component-specific Display Options property descriptions, click the link for the component you are editing. If the component you are editing is not included in this list, refer to the shared Display Options Properties:



Note:

While the Display Options dialog is available for all components, the settings may not have an effect on some components.

- [gridCell Component Display Options](#)
- [gridRow Components Display Options](#)
- [HTML Markup Component Display Options](#)
- [Hyperlink Component Display Options](#)
- [Movable Box Component Display Options](#)
- [panelGridLayout Display Options](#)
- [panelGroupLayout Display Options](#)
- [panelStretchLayout Display Options](#)
- [panelTabbed Display Options](#)
- [showDetailFrame Display Options](#)
- [sidebarItem Display Options](#)
- [spacer Display Options](#)
- [WebCenter Portal Components Display Options](#)

Web Page Component Display Options

Related Topics

"Modifying Component Properties" in *Building Portals with Oracle WebCenter Portal*

"Expression Language Expressions" in *Developing for Oracle WebCenter Portal*

Define Data Visualization

The Define Data Visualization wizard includes the following pages: More



- [Data Source](#)
- [Template](#)
- [Options](#)

Data Source

Use the Data Source page to select an existing data source, or to add, copy, or edit a data source.

Note:



You can create a REST data source using this page. You can not create a SQL Data source on this page. Advanced data source options are not supported in this wizard.

Element	Description
Filter data sources	Enter a full or partial search string, then click  to refresh the list with all the data sources for which a match is found. Click  to clear the current search string and display all data sources.
Add Data Source	Click to create a new REST data source with basic options using the Add New/Edit Data Source wizard.
Secure Data Source	Read-only informative icon to represent when an item is a secure data source.
Load More Items	If there are a large number of data sources, click to add more data sources to the listing.
Copy	Click to copy the selected data source.
Edit	Click to edit the selected data source.

Template

Use the Define Data Visualization wizard Template page to select the visualization template to present the data retrieved from the data source.

The template visualization type available is based on the resource path provided. The built-in templates cannot be modified, but a developer can create custom visualization templates in JDeveloper. More



Element	Description
Filter presentation types	Enter the filter criteria and click the Search  icon. Click  to clear the search field.
Visualization Templates	Click to select a visualization template in which to present the data. More

Options

Use the Define Data Visualization wizard Options page to define the display options to use with the selected data source.

Use the **Settings** tab to define the settings specific to the selected visualization template. More

Use the **Parameters** tab to define visualization parameters, which are used get input from other components to the page. Data source parameters are used to retrieve the data from the data source. Using this tab, you can pass a visualization parameter value to a data source parameter. This creates the master-detail relationship where one visualization can pass values to another visualization, and then this value is passed to a data source through data source parameters to make a back data query. You have the option to create or delete visualization parameters. New data visualizations do not have any parameters.

Element	Description
Name	Enter a parameter name. Existing visualization parameter names are listed.
Value	Enter a parameter value. Existing visualization parameter values are listed.
Remove  Add 	Click to remove the selected parameter(s), or add new parameters.

Data Source Parameters are from the selected data source.

Element	Description
Column Layout	Displays data source parameters. Show or hide selected data source parameters.
Name	The parameter name.
Label	The parameter label.
Value	The parameter value.
Type	From the drop-down list, select the parameter type: Input Text, Date, Global Param.
Show	Select to display the parameter.
Required	Select to make this parameter required.

Related Topics

"Working with Data Sources" in *Building Portals with Oracle WebCenter Portal*

"Working with Data Visualizations" in *Building Portals with Oracle WebCenter Portal*

"Working with Visualization Templates" in *Building Portals with Oracle WebCenter Portal*

Expression Editor

Use the Expression Editor to enter a fixed or variable value for a given property using Expression Language (EL).

Element	Description
Choose a value	<p>Click to select a prebuilt EL expression, page parameter, or system variable to act as a variable value for its associated property.</p> <p>For example, rather than entering <code>{pageDocBean.createdBy}</code>, you can click Choose a value, then select <i>Page Info</i> and then <i>Created By</i>.</p> <p>Sources include:</p> <ul style="list-style-type: none"> • <i>Application Info</i>—Provides prebuilt EL expressions relating to WebCenter Portal. • <i>Asset Info</i>— Provides prebuilt EL expressions related to portal assets, such as templates, styles, Assets Catalogs, and so on. • <i>Page Info</i>—Provides prebuilt EL expressions relating to application pages. • <i>Page Parameter</i>—Provides predefined page parameters. The second list is empty when no page parameters are defined for the current page. • <i>Portal Info</i>—Provides prebuilt EL expressions relating to portals. • <i>Portal Page Info</i>—Provides prebuilt EL expressions relating to a page in a portal. • <i>System</i>—Provides the system variables <i>User</i> and <i>Locale</i>. <i>User</i> returns the log-in name of the user making the current request, if any; otherwise, it returns null. <i>Locale</i> returns the request locale (that is, the browser locale setting). • <i>User Info</i>—Provides prebuilt EL expressions related to a given user's Profile. • <i>WebCenter Events</i>—Provides prebuilt EL expressions for document-related events, such as the currently selected document, the document's creator, the date the document was last modified, and so on.
Type a value or expression	<p>Enter your own value or an EL expression for the associated property. More</p> <p>In addition to EL expressions, you can enter any other type of value, such as a text string. You may use this option to construct complex ELs from scratch or to combine existing ELs to form more complex ELs.</p> <p>Use the following formats to enter values:</p> <ul style="list-style-type: none"> • a literal number: <code>{123}</code> • a literal string: <code>{'string'}</code> • a literal boolean: <code>{true}</code> • calling a Java Bean to return a value: <code>{generalSettings.preferredTimeStyle}</code>.
Test	<p>Click to validate any EL expression entered under Type a value or expression. Any non-EL value type you enter, such as plain text, HTML tags, or junk characters, is not validated.</p> <p>Validation checks the EL syntax and evaluates the expression. Expression values vary according to the context in which they are executed, so the resulting value of this test will likely differ from the value returned during actual use.</p>

Other CSS Property

Use the Other CSS property to apply CSS styles that are not covered by other properties. Use standard CSS syntax (see <http://www.w3.org/TR/CSS2/propidx.html>), separating multiple entries with a semi-colon (;). Use the `Style Class` property to specify the CSS style class to use for the component.

For example:

```
background: #00FF00 url(http://www.google.com/intl/en_ALL/images/logo.gif)
no-repeat fixed top; font-size: xx-small
```

Note:

Some CSS styles are not supported by popular browsers. Moreover, some styles are specific to one browser and may not work correctly in another browser.

For syntax and examples of CSS you can use to set the Other CSS property, see [Other CSS Property: Usage and Examples](#).

Related Topics

"Setting Style and Content Style Properties" in *Building Portals with Oracle WebCenter Portal*

Page Information


Return to [Portal Editor](#)

Use the Page Information tabs to manage portal pages and other items in the portal navigation, including viewing and modifying page information, adding and deleting parameters, viewing page source code, establishing page security, and specifying additional navigation options. [More](#)

Element	Description
Edit	(Pages only) Click to open the selected page in the Page Editor . More
Delete	Click to delete the selected item. More
Save As Page Style	(Pages only) Click to save the selected page as a page style, either creating a new page style or replacing an existing page style. More
Summary tab	(Pages only) See Summary .
Parameters tab	See Parameters .
Source tab	(Pages only) See Source .
Security tab	(Pages only) See Security .
Advanced tab	(Pages only) See Advanced .
Target tab	(Non-page items only) See Target .
Options tab	(Non-page items only) See Options .




Summary

The Summary tab enables you to rename, modify the description, identify the pretty URL, view creation and modification information, and hide or show the selected page in the portal navigation. This tab applies only to pages, not to other navigation items such as Links.

Element	Description
Name	If desired, enter a new name for the selected page. This changes the display name for the page and the page navigation item. It does <i>not</i> change the page URL; any pretty URLs using the old name remain valid. More
Description	If desired, enter or modify the description of the selected page. The new description is applied to both the navigation item and the page itself. More
Direct URL	Specifies the pretty URL to the selected page.
Created	Specifies the date and time the selected page was created.
Created By	Specifies the user who created the page.
Last Modified	Specifies the date and time the selected page was last modified.
Last Modified By	Specifies the user who last modified the page.
Visibility	Select to display, or deselect to hide the selected page in the navigation for the portal. More Click the  icon and select Expression Builder to enter an EL expression that determines whether or not the item displays in the navigation. If the expression evaluates to <code>false</code> , the item is not visible in the navigation. Otherwise, the item is visible in the navigation.
Page Fallback	This setting applies to the current page only, and is honored based on the following rules: <ul style="list-style-type: none"> • If the request is from a device in the default device group for the portal, then the default (base) page will be displayed no matter what is set for Page Fallback. More Note: This means that even if there is a page variant for the device group, the default (base) page will be displayed. • If the request is from a device that is <i>not</i> in the default device group for the portal, then: <ul style="list-style-type: none"> If there is a page variant for that device group, the page variant is displayed on the device. If <i>no</i> page variant exists for the device group, then the Page Fallback setting is used by the device: <ul style="list-style-type: none"> – Use portal setting to use the portal-level default setting specified on the Settings page in the portal administration. More – Display default page to display the original base page on the device. – Display no page to display the Page Not Available page on the device.

Parameters

The Parameters tab enables you to provide values for any parameters supported by the selected page or resource for passing between components that have been configured to consume them. More

Element	Description
Page Parameters	<p>(For pages only) Pages may include parameters. For example, pages based on the out-of-the-box Blog page style include the following parameters with default values:</p> <ul style="list-style-type: none"> centerWidth, leftWidth, and rightWidth to adjust the fixed width of page columns. showFooter and showHeader to display (true) or hide (false) a page footer and header. Both of these content areas are immune to user customizations, preventing them from being dragged to a new position or otherwise altered in page view mode. <p>Modify the values of existing page parameters, or click  to delete the associated parameter.</p> <p>Click the  icon next to a field and select Expression Builder to open the Expression Editor to set the value using Expression Language (EL).</p>
New Parameter Name	<p>Specify the name of a parameter to use for the selected resource. The parameter name must start with an alphabet or underscore (_) character only and can contain only alphanumeric and underscore characters. More</p>
New Parameter Value	<p>Optionally, specify a value for the new custom parameter. Click the  icon next to a field and select Expression Builder to open the Expression Editor to enter an EL expression that specifies a variable value instead of a constant value.</p>
Add	<p>Click to add the new parameter name/value pair to the page. If you did not specify a parameter value, you can specify the value once the field is displayed on the tab, along with other fields.</p>







Source

The Source tab enables you to view, search, and edit the source code for the selected page. This tab applies only to pages, not to other navigation items such as Links. If there is draft for the current page, the source is for the draft. If there is no page draft, then the source is for the published page. [More](#)

Element	Description
Page tab	Click to view, search, and edit the underlying .jspx file that defines the page layout and style.
PageDef tab	Click to view, search, and edit the .xml file that defines the parameter definitions and task flow and data control bindings for the page.

Security

The Security tab enables you to establish the permissions for other users, groups, and roles to work with the selected page. This tab applies only to pages, not to other navigation items such as Links. [More](#)

Element	Description
Access Method	Click to select an access method for the selected page: <ul style="list-style-type: none"> • Override Security. Select to customize access on the current page. When selected, the settings below are active. • Inherit Parent Security. Select to specify that the page should inherit access settings from the permissions established for the portal, or for the parent page (if a subpage). When selected, the settings below are not available.
 Add Users	Click to open a search dialog to select users, groups, or roles to add to the Role or User list. More
 Add Groups	
 Add Roles	
 Add Authenticated Role	Click to add the role <code>authenticated-role</code> to the Role or User list, with default View access to the page. This role is given to all users who are logged in to WebCenter Portal.
 Add Anonymous Role	Click to add the role <code>anonymous-role</code> to the Role or User list, with default View access to the page. This role is given to all public users (that is, users who are not logged in to WebCenter Portal).
 Delete Access	Click to remove access to the page for a selected user, group, or role.
Role or User	Lists all the users, groups, and roles that can be given permissions to access the page.
Access	For each user, groups, and role listed under Role or User , select or deselect access permissions, as described here.

Advanced

The Advanced tab enables you to identify and specify additional options for the page in the portal navigation. This tab applies only to pages, not to other navigation items such as Links.

Element	Description
Target pane	Links to WCPAA/portadv_pgmng/Table Page Navigation Item Settings: Target Pane <Ingrid> See "Page Navigation Item Settings: Target Pane"
Options pane	Links to WCPAA/portadv_pgmng/Table Page Navigation Item Settings: Options Pane <Ingrid> See "Page Navigation Item Settings: Options Pane"

Target

The Target tab enables you to identify and specify additional options for the selected navigation item. For pages, the contents of this tab are included on the **Advanced** tab.

Element	Description
Target tab	The properties on this tab are described in the online help topic for the Target tab of the Create Navigation Item .

Options

The Options tab enables you to identify and specify additional options for the selected navigation item. For pages, the contents of this tab are included on the **Advanced** tab.

Element	Description
Options tab	The properties on this tab are described in the online help topic for the Options tab of the Create Navigation Item .

Page Editor

Return to [Portal Editor](#)




This topic describes the page editor for portal pages. For help with the page editor for a page template, system page, or task flow, see:


- [Page Editor: Design View](#) for editing a task flow.
- [Page Editor: Structure View](#) for editing a page template, system page, or task flow.

Use the page editor to build or revise page layout and content. The page editor provides a WYSIWYG rendering of the page and its content, where controls are directly selectable on each component to move, delete, or perform custom actions on the component.

When editing a page, the page content is editable, but the page template "container" for the page is not editable. Your edits are not immediately available when viewing the portal. This means that you can refine your changes to a page in draft mode in one or more sessions. When you are satisfied with your page edits, and are ready to make the page available to others who view the portal, you can publish the page.

To add components to the page, you use the resource catalog, which you can show and hide on the right side of the page. How?


Element	Description
Desktop	Click to select a device to display a preview of the page on that device. Even if you are building a portal for a desktop browser, this gives you an idea of what the portal might look like on other devices. More
Change Layout	Click to change the page layout to a built-in or custom layout that is defined as an asset at either the portal or application level. More
 Show Catalog/Hide Catalog	Click to show or hide the Resource Catalog . When you <i>hide</i> the inline resource catalog, click Add Content in any layout container on the page to show the resource catalog and select a component to add in that layout container. When you <i>show</i> the inline resource catalog, click a component in the resource catalog to add the component to the page. More
 Save	Click to save your changes.
 Add Content	Click to display the resource catalog, which lists the layout components, task flows, and portlets that you can add to the current layout container.


Element	Description
 Edit Content Component toolbar	<p>On the toolbar for a component, click and drag the Move icon to reposition the component on the page, click Edit Content to edit a content publishing component (Image, Text, or Styled Text), or select an action from the View Actions menu:</p> <ul style="list-style-type: none"> • Select a component properties category to display the associated properties dialog. More Components, such as task flows and portlets, and UI components, such as buttons, boxes, and images, carry a set of properties that control their appearance and behavior. • Select Delete to delete the component from the page. You can delete a component only if it is a direct child of a Box component. Therefore, this action is enabled only when such a component is selected. When you delete a component, all of its child components are also deleted from the page. • Select a component-specific custom action, if available.

Page Editor: Design View

Use Design view of the page editor to build or revise a task flow asset. Design view provides a WYSIWYG rendering of the task flow and its content, where controls are directly selectable on each component to move, delete, or perform custom actions on the component.

To add components to the task flow, you use the resource catalog, which you can show and hide on the right side of the page. How?





Element	Description
Show Catalog/Hide Catalog	<p>Click to show or hide the Resource Catalog.</p> <p>When you <i>hide</i> the inline resource catalog, click Add Content in any layout container to show the resource catalog and select a component to add in that layout container.</p> <p>When you <i>show</i> the inline resource catalog, click a component in the resource catalog to add the component to the task flow.</p> <p>More</p>
 Add Content	Click to display the resource catalog, which lists the layout components, task flows, and portlets that you can add to the current layout container.



Element	Description
 Edit Content Component toolbar	<p>On the toolbar for a component, click and drag the Move icon to reposition the component on the page, click Edit Content to edit a content publishing component (Image, Text, or Styled Text), or select an action from the View Actions menu:</p> <ul style="list-style-type: none"> Select a component properties category to display the associated properties dialog. More <p>Components, such as task flows and portlets, and UI components, such as buttons, boxes, and images, carry a set of properties that control their appearance and behavior.</p> <ul style="list-style-type: none"> Select Delete to delete the component from the page. <p>You can delete a component only if it is a direct child of a Box component. Therefore, this action is enabled only when such a component is selected. When you delete a component, all of its child components are also deleted from the page.</p> <ul style="list-style-type: none"> Select a component-specific custom action, if available.

Page Editor: Structure View

Use Structure view of the page editor to add components, edit component properties, or delete components from page templates or application-level system pages and task flows.

Structure view provides a combined WYSIWYG and hierarchical rendering of page components, where controls are available in the header of the hierarchical list pane. In Structure view, controls on individual components are inactive, but you can click an individual component to select it. More

Element	Description
Hide Structure/ Show Structure	Click to hide or show the component structure view.
 Add content into the selected component	Click to display the Resource Catalog , which lists the components you can add to the page template, system page, or task flow. This icon is enabled only when you select a valid container component. When you add a component from the resource catalog, it is added as the first child component inside the container. More
 Show the properties	Click to display the Component Properties dialog, where you can edit the properties of the selected component. More
 Delete	Click to delete the selected component. If the Delete icon is disabled, then you may not have the required privileges or the component cannot be deleted. When you delete a component, all of its child components are also deleted. More
 Cut this component	Click to cut a component so you can move it to a different location in the tree structure. You can resequence components in this way only by selecting them in the structure navigator.

Element	Description
 Paste the cut component	<p>After clicking Cut this component, select another component next to which you want to paste the component and click the arrow next to Paste the cut component to select a paste location for the component:</p> <ul style="list-style-type: none"> • Paste Before: Places the component before the selected component in the tree structure. • Paste Into: Places the component inside the selected component. • Paste After: Places the component after the selected component in the tree structure.
 Reset Task Flow	(Only shown when editing a task flow) Click to remove all edits, regardless of when they were made, and restore the task flow fragment to its original state. This change will be reflected on all pages that contain this task flow.
Dock	Click to select the position of the component structure view navigator.

Page Properties: Display Options

Use the Display Options tab of the Page Properties dialog to revise the background color and image for the current system page or personal page, and also apply additional CSS styles to the page.

Element	Description
Background Color	<p>Specify a background color in either of the following ways:</p> <ul style="list-style-type: none"> • Enter the color code using the formats <code>RRGGBB</code>, <code>#RRGGBB</code>, or <code>r , g , b</code>. For example, <code>245 , 222 , 179</code>. • Choose a background color from the pick list. <p>More</p>
Background Image	Enter a URL relative to the application root or the full URL of an image. This image forms the background for the page.
Other CSS	<p>Add any CSS coding that is not otherwise covered under Style and Content Style component properties. Use standard CSS syntax. Example:</p> <pre>background-position:center; background: #F8F8FF url(http://www.google.com/intl/en_ALL/images/logo.gif) no-repeat fixed top; font-size: xx-small</pre> <p>See also Other CSS Property.</p>

Page Properties: Display Options

Use the Display Options tab of the Page Properties dialog to revise the background color and image for the current system page or personal page, and also apply additional CSS styles to the page.

Element	Description
Background Color	<p>Specify a background color in either of the following ways:</p> <ul style="list-style-type: none"> • Enter the color code using the formats <code>RRGGBB</code>, <code>#RRGGBB</code>, or <code>r , g , b</code>. For example, <code>245 , 222 , 179</code>. • Choose a background color from the pick list. <p>More</p>

Element	Description
Background Image	Enter a URL relative to the application root or the full URL of an image. This image forms the background for the page.
Other CSS	<p>Add any CSS coding that is not otherwise covered under Style and Content Style component properties. Use standard CSS syntax. Example:</p> <pre>background-position:center; background: #F8F8FF url(http://www.google.com/intl/en_ALL/images/logo.gif) no-repeat fixed top; font-size: xx-small</pre> <p>See also Other CSS Property.</p>



Page Properties: Layout

Use the Layout tab of the Page Properties dialog to change the layout of the current personal page or system page.

Element	Description
Layout	Click to select one of the available layouts. The selections show both built-in and custom layouts that are listed on the application-level Shared Assets page. More

Page Properties: Parameters

Use the Parameters tab of the Page Properties dialog to add and modify page parameters.






Element	Description
Page Parameters	<p>(For personal pages only) Pages may include parameters. For example, pages based on the out-of-the-box Blog page style include the following parameters with default values:</p> <ul style="list-style-type: none"> centerWidth, leftWidth, and rightWidth to adjust the fixed width of page columns. showFooter and showHeader to display (true) or hide (false) a page footer and header. Both of these content areas are immune to user customizations, preventing them from being dragged to a new position or otherwise altered in page view mode. <p>Modify the values of existing parameters for the current resource, or click  to delete the associated parameter.</p> <p>Click the  icon next to a field and select Expression Builder to open the Expression Editor to set the value using Expression Language (EL).</p>

Element	Description
Add a page parameter	<p>Click to open the Add a Page Parameter dialog, enter a new parameter Name, then click Add Parameter to add the parameter to the Parameters tab, with a value entry field. Optionally, enter a value for the new parameter.</p> <p>The following parameters can be added and set for global <i>system pages</i> to specify whether to display the system page design of prior releases, or the new design of the current release:</p> <ul style="list-style-type: none"> • <code>pg_theme</code> Valid values are: <ul style="list-style-type: none"> – <code>spaces_blue</code>. Use look and feel of prior releases (11.1.1.7.0 and earlier). – <code>11ps7_grey</code> or leave blank. Use new look and feel of current release. • <code>pg_pageTemplateID</code> Valid values are: <ul style="list-style-type: none"> – <code>spaces_blue</code>. Use default page template of prior releases (11.1.1.7.0 and earlier). – Leave blank. Use default blank template of current release. – <code>page_template_GUID</code>. Use page template specified by GUID value.

Page Properties: Security

Use the Security tab of the Page Properties dialog to define the security for the current personal page. More


Element	Description
Add Access	Click to open the Add Access dialog to search for and select users to add to the Role or User list.
Delete Access	Click to remove access to the page for a selected user or role.
Add Authenticated Access	Click to add the role <code>authenticated-role</code> to the Role or User list, with default View access to the page. This role is given to all users who are logged in to WebCenter Portal.
Add Public Access	Click to add the role <code>anonymous-role</code> to the Role or User list, with default View access to the page. This role is given to all public users (that is, users who are not logged in to WebCenter Portal).
Role or User	Lists all the users and roles that can be given permissions to access the page.

Element	Description
Page Access	<p>Select or deselect check boxes to modify permissions for users or roles:</p> <ul style="list-style-type: none"> •  View the page only. Other permissions do not implicitly include this privilege. •  Edit the page using the page editor. This includes adding, rearranging, and deleting content; renaming the page; and changing page properties. This permission additionally requires the View Page permission. •  Delete the page. This permission additionally requires the View Page permission. •  Perform all tasks available through the Personalize Pages. •  Adjust a user's own view of a page. This includes rearranging page content, collapsing and restoring page content, and removing page content. This permission additionally requires the View Page permission.

Parameters

Use the Parameters dialog to specify the content, behavior, and other configuration settings for the current component or task flow.

The fields available in the Parameters dialog depend on whether or not there is at least one producer component on the page, and the current component is a consumer component, for wiring parameters to events. When there are no producer components on the page, the dialog displays only parameter names and values. When there is at least one producer component on the page, and the current component is a consumer component, a parameter can bind to either a specified value or to an event:

- **Values:** Enter parameter values, or click the  icon next to a field and select **Expression Builder** to open the [Expression Editor](#) to set the value using Expression Language (EL).
- **Events:** Select from the available events in the Event list. More

When there is at least one producer component on the page, and the current component is a consumer component, the Parameters dialog displays the following fields:

Element	Description
<i>parameter name</i>	The name of a parameter associated with the current component.
Value/Event	Select whether the parameter is set by a static Value or by an Event (if available).
Event	Select the event that is associated with the payload value that you want to pass to the parameter. The Event list shows all of the events that are defined for all producer components on the page.
from	If the consumer task flow or portlet "listens" for the event from only one producer component, select the associated producer component. Otherwise, leave with the default value of <i>Any Component</i> to allow the parameter to be set when any producer component on the page triggers the specified event.

Element	Description
payload	Select the input value for the associated parameter, passed dynamically when the event triggers.

For parameter descriptions, click the link for the task flow or component you are editing:

[Activity Stream Task Flow Parameters](#)

[Analytics Task Flow Parameters](#)

[Announcements Task Flow Parameters](#)

[Connections Task Flow Parameters](#)

[Content Manager Task Flow Parameters](#)

[Content Presenter Task Flow Parameters](#)

[Discussions Task Flow Parameters](#)

[Events Task Flow Parameters](#)

[Image Component Parameters](#)

[List Viewer Task Flow Parameters](#)

[Mail Task Flow Parameters](#)

[Message Board and Feedback Task Flow Parameters](#)

[Navigation Breadcrumb Task Flow Parameters](#)

[Navigation Menu Task Flow Parameters](#)

[Navigation Tree Task Flow Parameters](#)

[Notifications Task Flow Parameters](#)

[Oracle DOCS Content Manager Task Flow Parameters](#)

[Polls Task Flow Parameters](#)

[Portal Browser Task Flow Parameters](#)

[Portal Members Task Flow Parameters](#)

[Profile Task Flow Parameters](#)

[Profile Gallery Task Flow Parameters](#)

[Profile Snapshot Task Flow Parameters](#)

[Publisher Task Flow Parameters](#)

[RSS Task Flow Parameters](#)

[Saved Search Task Flow Parameters](#)

[Styled Text Component Parameters](#)

[Subscription Preferences \(Notifications\) Task Flow Parameters](#)

Tags Task Flow Parameters

Text Component Parameters

Related Topics

"Modifying Component Properties" in *Building Portals with Oracle WebCenter Portal*

"Expression Language Expressions" in *Developing for Oracle WebCenter Portal*

Publish Pages

Use the Publish Pages page to publish either a newly created page for the first time, or updates to an existing page. [More](#)

Element	Description
Page Title	Select the pages you want to publish.
Last Modified	Specifies the timestamp of the last page draft, and the user who made the changes.
Last Published	Specifies the timestamp when the page was last published, and the user who published it.
Delete	Click to delete the unpublished draft of the selected page. If a page has never been published, deleting the page draft also deletes the page. For pages that have been previously published, deleting the page draft only deletes changes made since the page was last published.
Publish	Click to publish the selected page drafts.

Refresh from Page Style

Use the Refresh from Page Style dialog to refresh the current page to inherit any updates to the page style on which it is based, without affecting the existing content of the page or any personal customizations.

Element	Description
OK	Click to refresh the page to update it with page style changes. More





Resource Catalog

Resource catalogs are portal assets that expose components and connections that you can select to populate pages, page templates, page styles, and task flows. The items listed in a resource catalog are collectively referred to as *resources*. [More](#)

The resource catalog that is available to you as you edit a page, page template, page style, or task flow is established by the portal administration settings, and may be a built-in or a custom resource catalog. [More](#)

 **Note:**

When you add a component, you must wait for the application status indicator to finish processing before you perform the next action.

Element	Description
	Click to navigate in the folder hierarchy. Click the down arrow to see the list of folders into which you have drilled down. Choose a folder name to navigate back to that folder, or choose Top to return to the top-most level of the resource catalog.
 Refresh	Click to refresh the resource catalog content.
Search 	Enter a full or partial search string then click  to refresh the list with all the resources for which a match is found. If you are not sure of the complete name of a resource, you can enter just the first few characters from the name. You can append a wild card character (*) to this string, but the search will be successful even without it.
resource folders	A resource catalog is organized into folders and subfolders to categorize resources. Click a folder to expand the resource category, then select the component that you want to add.

Related Topics

"About Resource Catalogs" in *Building Portals with Oracle WebCenter Portal*

"Editing a Portal Page" in *Building Portals with Oracle WebCenter Portal*

Save Page As Page Style

Use the Save Page As Page Style dialog to create a new page style or replace an existing custom page style by saving the current page as a page style. More

The most recently published version of the page is used to create the page style. If there are any changes pending in a draft of the page, those changes will not be available in the page style.

Element	Description
Create a new page style	Select to save the page as a new page style, and enter a name and optional description for the new page style.
Replace an existing page style	Select to overwrite an existing page style with the current page, and select the existing page style from the drop-down list. Use Refresh from Page Style to update any pages that use the existing page style. More
Make available for selection	Select to make the new page style available for selection when creating a new page.

Style

Use Style properties to set properties that define the appearance of the current component. Style properties apply to the `ShowDetailFrame` container of the component instance, overriding any styles specified for the component through the component's parent container, the page, and the application.

 **Note:**

While you can set Style and Content Style properties for a component, these settings may not take effect due to other settings that apply to the component. [More](#)

All components share the same Style properties. For descriptions of these common properties, see [Style and Content Style Properties](#).





7

Online Help Topics for Shared Assets

Business Objects

Use the Business Objects page to create, edit, and manage business objects, which retrieve data from a REST or SQL data source. The retrieved data can be rendered on a portal page in a data visualization using a visualization template. [More](#)

Out-of-the-box, this page is empty as no business objects exist. Business objects can be created only at the portal level (as a portal asset), not at the application level (as a shared asset).







Element	Description
 Create	Click to open the Create Business Object wizard.
 Delete	Click to delete the currently selected business object.
Actions Menu	Click to choose one of the following actions: <ul style="list-style-type: none">• Copy to create a copy of the selected business object. More When you create a copy, the copy is initially hidden regardless of the show or hide status of the original business object.• Edit Properties to open the Edit Properties dialog, where you can update the properties of the selected business object. More• Show Properties to open the Show Properties dialog, where you can view information about the selected business object, such as the display name, description, asset ID, metadata file location, creation date, and so on. More
Filter	Enter a full or partial search string then click  to refresh the list with all the business objects for which a match is found. Click  to clear the current search string and display all business object.
Business Objects	Lists all business objects.
Modified By	Displays the user name of the user who last edited the business objects and the date and time at which the changes were made.
Actions	Click Edit to edit the selected business object in the Edit Business Object wizard.

Content Presenter

Use the Content Presenter page to manage Content Presenter display templates for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page).

Out-of-the-box, WebCenter Portal includes built-in Content Presenter display templates that display content in a variety of ways. You can also upload custom Content Presenter display templates developed for your organization to provide additional ways to display content in a Content Presenter task flow.

Only application specialists with the application-level permission `Create, Edit, and Delete Content Presenter Templates` can manage shared Content Presenter templates. Users with the portal-level permission `Create, Edit, and Delete Assets` (simple permissions model) or `Create, Edit, and Delete Content Presenter Templates` (detailed permissions model) can manage portal-level Content Presenter templates.

Element	Description
 Delete	Click to open the Delete dialog, where you can delete a custom Content Presenter template when it is no longer required. You cannot delete an out-of-the-box template. More
 Upload	Click to open the Upload dialog, where you can upload an archive file that contains a custom Content Presenter template that has been developed using JDeveloper. More
 Download	Click to open the Download dialog, where you can download a custom Content Presenter display template to an archive file, for further development in JDeveloper. You cannot download out-of-the-box templates. More
Actions menu	Click to choose one of the following actions:
Security Settings	Click to open the Security Settings dialog, where you can control what actions users can perform on the custom Content Presenter display template. You cannot change the security settings of an out-of-the-box template. More
Show Properties	Click to open the Show Properties dialog for the selected Content Presenter display template. More
Edit Source	Click to directly edit the source code of the selected custom Content Presenter display template. You cannot edit the source code of an out-of-the-box template. More
Filter	Enter a full or partial search string then click  to refresh the list with all the Content Presenter display templates for which a match is found in the Display Name or Description .
	To clear the current search string and display all templates, click  .
 Refresh	Click to refresh the list of Content Presenter display templates.
Content Presenter Available	Lists the available out-of-the-box and custom Content Presenter display templates. Select to indicate whether the Content Presenter display template is published or not. More <ul style="list-style-type: none"> A check mark (<input checked="" type="checkbox"/>) indicates that the template is published and available for others to use. An empty check box (<input type="checkbox"/>) indicates that the template is not yet published.
Modified By	Displays the user name of the user who last edited the Content Presenter display template and the date and time at which the changes were made.
Actions	There are no additional actions for Content Presenter display templates.

Related Topics

"Publishing Content Using Content Presenter" in *Building Portals with Oracle WebCenter Portal*

"Creating Content Presenter Display Templates" in *Developing for Oracle WebCenter Portal*

Copy Asset/Delete Asset/Upload Asset/Download Asset/Upload Icon

Use this dialog to perform the desired operation:

- [Copy Asset](#)
- [Delete Asset](#)
- [Upload Asset](#)
- [Download Asset](#)
- [Upload Icon](#)

Copy Asset

The Copy Asset dialog enables you to create a copy of the selected asset. When you create a copy of an asset, the copy is marked as hidden regardless of the status of the original asset. [More](#)

Note: You cannot create copies of Content Presenter display templates.

Element	Description
Display Name	Enter a name for the copy.
Description	Enter a description of the asset.

Delete Asset

The Delete Asset dialog enables you to delete the selected asset. You cannot delete built-in assets. [More](#)

Note: Before you delete an asset, you must ensure that the asset is not in use. With the exception of page layouts, if you mark an asset for deletion, it is deleted even if it is in use. For page layouts, a message notifies you that the layout is in use and cannot be deleted.

In the Delete Asset dialog, click **OK** to confirm that you want to delete the selected asset.

Upload Asset

The Upload Asset dialog enables you to upload a new asset to WebCenter Portal. [More](#)

When you upload an asset:

- Existing assets, that is, assets with the same internal ID, are overwritten.
- Portal assets are uploaded back only into their original portal. You cannot upload a portal asset into a different portal.

- Assets must be in an archive file format on your local file system or a remote server.

Note: You cannot download an asset from one portal, then upload that same asset to another portal. In other words, migrating assets from one portal to another is not supported. To use an asset across multiple portals, the asset must be created as a shared asset.

Element	Description
Look on My Computer	Select to upload an archive file from your local file system. Click Choose File to locate the file.
Look on WebCenter Portal Server	Select to upload an archive file from a remote server file system. In the field below, enter the location on the server where the file is located.
Upload	Click to upload the specified asset. If the asset already exists in the portal, click Yes to confirm that you want to replace the asset with the contents of the archive file. Click OK in the resulting success dialog.

Download Asset

The Download Asset dialog enables you to download the selected asset to an archive file, which you can save either to your local file system or a remote server file system. After downloading the asset, you can then import it into the IDE of your choice, such as JDeveloper. More

Note: You cannot download an asset from one portal, then upload that same asset to another portal. In other words, migrating assets from one portal to another is not supported. To use an asset across multiple portals, the asset must be created as a shared asset.

Element	Description
Archive File Name	Enter a name for the archive file.
Save to My Computer	Select to save the archive file to your local file system. When you click Download , you are prompted for the location on the file system where you want to save the file.
Save to WebCenter Portal Server	Select to save the archive file to the portal server file system. In the Path field, enter the location on the portal server where you want to save the archive file.
Download	Click to download the selected asset. If you selected to save the archive file to your local file system, you are prompted to specify the location where you want to save the file.

Upload Icon

The Upload Icon dialog displays only for a custom visualization template asset. More

When you upload an icon, the icon displays in the Define Data Visualization wizard on the **Template** page to represent the custom visualization template. T

Element	Description
Select Icon	Click Choose File to upload a new icon image, or Update to replace an existing icon image. The icon image file must be of file type GIF, PNG, or JPG, and should be no larger than 150K and 200x143 pixels for best results.

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Create Form

Use the Create Form dialog to visualize data from a web service data control in a form layout.

The Create Form dialog is arranged in the following tabs:

- [Type](#)
- [Items](#)
- [Fields](#)
- [Visualization Parameter](#)

Type

The Type tab of the Create Form dialog enables you to select the type of form to use to visualize your data.

Element	Description
Select the type of form	Select: <ul style="list-style-type: none"> • Form to add an editable form where users can edit information within the form, and then commit those changes to the data source. The data in the form can be edited only if the underlying data source supports updating of records. • Read-only Form to display form data that cannot be edited.
Include Submit Button	Select to display a Submit button on the form. You will need to submit a form only when you allow users to specify values or edit form data. Therefore, this option is enabled only if you are creating an editable form.
Include Navigation Controls	Select to provide navigation controls to view all the retrieved records. When you select this option, the form displays First, Previous, Next, and Last buttons.

Items

The Items tab of the Create Form dialog enables you to identify which data to display.

Element	Description
Available Items	Displays the items available in the data source. Select the items you want to display in the form. Select a single item or multiple items and use the arrows next to this list to move items to the Selected Items list.
Selected Items	Displays the items selected for display in the form. Select a single item or multiple items and use the arrows to the left of this list to remove items from the list.

Fields

The Fields tab of the Create Form dialog enables you to determine how to display data within the form.

Element	Description
Column	Select a column to define its format in the form.
Label	Specify text to use as the label for the selected column.
Form Component	Select: <ul style="list-style-type: none"> • Input Text to display data as editable fields and thereby enable users to modify the data in this field (available only for editable forms). • Read Only Text to display data records as read-only text. This is the default selection in a read-only form.

Visualization Parameter

The Visualization Parameter tab of the Create Form dialog lists the parameters defined by the data control. You can include data control parameters in a parameter form above the form to enable users to control the data displayed. You can specify parameter values to determine the initial data displayed. This step is optional. If you do not expose a parameter form, the form displays data pertaining to the values specified when the data control was created.

Element	Description
Parameter	Lists the parameters defined by the data control. Select the check box next to the parameter name to display the parameter in a parameter form above the form so that users can control the data displayed in the form.
Default Value	Enter a value for the parameter. This value determines the initial data displayed in the form.
Submit Button Label	Enter the text to display on the button that end users click to submit values on the parameter form.

Create Graph

Use the Create Graph dialog to visualize data from a data control as a graph.

The Create Graph dialog is arranged in the following tabs:

- [Type](#)
- [Sub-Type](#)

- [Layout](#)
- [Placement](#)
- [Format](#)
- [Visualization Parameter](#)

Type

The Type tab of the Create Graph dialog enables you to select the type of graph to use to visualize your data.

Element	Description
Select the type of Graph	Select: <ul style="list-style-type: none"> • Area to create an area graph in which data is represented as lines with the area underneath them filled in. • Bar to create a bar graph in which data is represented as a series of bars. • Line to create a line graph in which data is represented as lines. • Pie to create a pie graph in which each group of data is represented as a section of a circle, making the circle look like a sliced pie.

Sub-Type

The Sub-Type tab of the Create Graph dialog enables you to select a sub-type of the selected graph type.

Element	Description
Select the graph sub-type	Select a sub-type for the graph type that you selected. The visual representation of each sub-type gives an idea of how the graph will appear on the page.

Layout

The Layout tab of the Create Graph dialog enables you to specify the layout of the different elements of the graph.

Element	Description
Select the layout of the graph	Select a layout to determine where to position the graph title, subtitle, legend area, footnote, and the pie frame on the graph.

Placement

The Placement tab of the Create Graph dialog enables you how to display data within the graph.

Element	Description
Items	Lists the items available in the data source.
Placement	Select whether and how to depict each item in the graph. The options in the Placement dropdown list vary depending on the graph type, for example, a bar graph supports Bars and X Axis , while a pie graph supports Pies and Slices .

Format

The Format tab of the Create Graph dialog enables you to specify the titles and labels used in the graph.

Element	Description
Format the titles and labels of the graph	Select an area of the graph for which you want to specify the title or label: Title, Subtitle, Footnote, X Axis, Y Axis, or Legend.
Title text	Enter text to use for the selected title or label.

Visualization Parameter

The Visualization Parameter tab of the Create Graph dialog lists the parameters defined by the data control. You can include data control parameters in a parameter form above the graph to enable users to control the data displayed. You can specify parameter values to determine the initial data displayed. This step is optional. If you do not expose a parameter form, the graph displays data pertaining to the values specified when the data control was created.

Element	Description
Parameter	Lists the parameters defined by the data control. Select the checkbox next to the parameter name to display the parameter in a parameter form above the graph so that users can control the data displayed in the graph.
Default Value	Enter a value for the parameter. This value determines the initial data displayed in the graph.
Submit Button Label	Enter the text to display on the button that end users click to submit values on the parameter form.

Create New Page Template

Use the Create Page Template dialog to create a new page template for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page). [More](#)

Every page in a portal has an associated page template that defines the structure and layout of the entire page. All pages in a portal use the same page template, set as the default by the portal manager. This ensures that all pages in a portal look and behave consistently. [More](#)

Only users with the application-level permission `Create, Edit, and Delete Page Templates` can create shared page templates. Users with the portal-level permission `Create, Edit, and Delete Assets (standard permissions model)` or `Create, Edit, and Delete Page Templates (advanced permissions model)` can create portal-level page templates.

Element	Description
Name	Enter a name for the page template. The name is displayed in the Assets or Shared Assets page and in lists when selecting a page template. Make the name as descriptive as possible.

Element	Description
Description	Enter a description for the page template. The description is displayed below the name in the Assets or Shared Assets page and as a tool tip when selecting a page template. Ensure that the description helps users determine if they want to use this particular page template.
Copy From	Select an existing page template to use as the starting point for your new page template
Continue	Click to create and list the new page template on the Assets or Shared Assets page. The empty check box in the Available column indicates that it is not yet published and hence is not available to other users. More After initial creation, the new page template is identical to the page template selected from the Copy From list. The next step in creating a page template is to edit the layout and content to meet your requirements. More

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

"Creating a Look and Feel for Portals" in *Building Portals with Oracle WebCenter Portal*

Create New Data Control

Use the Create New Data Control dialog to provide basic details for a web service data control. More

Element	Description
Name	Enter a name for the data control. This name is displayed in the resource catalog.
Description	Enter a description of the data control to briefly explain its purpose. The description is displayed in the resource catalog.
Data Control Type	Select Web Service .
Continue	Click to open the Create New/Edit Data Control wizard.

Create New/Edit Business Object

Use the Create New/Edit Business Object wizard to define the data to include in a business object.

The Create New/Edit Business Object wizard is arranged in the following tabs:

- [Data Sources](#)
- [Configuration](#)
- [Parameters](#)

- [Preview](#)

Data Sources

Element	Description
Data Sources	<ul style="list-style-type: none"> • Type: From the drop-down menu, select a data source type of REST or SQL. • Select an existing data source item in the list.
Attributes	<ul style="list-style-type: none"> • Method (for REST data source only): From the drop-down menu, select a method to be used. For example, GET. • Expand icon: Select to expand or collapse child attributes. • UnSelect Children icon: Click to deselect the enabled child attributes.

Configuration

Element	Description
Attribute List	Provides all attributes for the selected method.
Edit	Displays Name, Description, and Source values. You can edit name and description. Click Hide to collapse.
Enable/Disable	Select to enable or disable the selected attribute.

Parameters

Element	Description
Name	Displays parameter names. Not editable.
Edit	Click to edit a parameter name or value:

Preview

Element	Description
Test	Click to preview the data retrieved from the data source based on your selections.

Create New/Edit Data Control

Use the Create New Data Control wizard to create a data control that retrieves data from a web service. [More](#)

The Create New Data Control page is arranged in the following pages:

- [Web Service Data Control Information](#)
- [Parameters](#)

Use the Edit Data Control page to edit the properties of an existing web service data control.

The Edit Data Control page has just a single page:

- [Web Service Data Control Information](#)

Web Service Data Control Information

The Web Service Data Controls Information page enables you to identify the web service to use for the data control.

Enter the Web Service WSDL URL

The Enter the Web Service WSDL URL section enables you to specify the location of the web service WSDL file.

Element	Description
WSDL URL	Enter URL of the WSDL to the Web Service data source, for example: <code>http://www.example.com/exampleservice/example.asmx?wsdl</code> Note: You cannot edit the WSDL of the web service when you are editing the data control.

Proxy Information

The Proxy Information section enables you to provide information about the proxy server to use if the web service is on the other side of a firewall.

Element	Description
Host	Enter the address for the proxy server, if the web service is on the other side of a firewall.
Port	Enter the port number on which the proxy server listens.

HTTP Basic Authentication Details

The HTTP Basic Authentication Details section enables you to provide authentication information for the proxy server.

Element	Description
Username	Enter the user name to use for accessing the data control. This is useful for restricting access to the data control.
Password	Specify a password for the user name.

Methods

The Methods section provides a list of methods available for the web service.

Note: You cannot change the selected method when you are editing the data control.

Element	Description
Show Methods	Click to establish the connection to the web service whose WSDL you specified and display the methods available for the specified web service.
Service	Select the service to use for the data control.
Port	Select the port to use for the data control.
Methods	Lists the methods available for the specified web service. All methods under the selected port are added to the data control. These methods are later available for selection in the resource catalog.

Oracle Web Service Manager Security Policies

The Oracle Web Service Manager Security Policies section enables you to specify security information.

Element	Description
MTOM	Specify the MTOM (message transmission optimization mechanism) policy you want to use.
Reliability	Specify the reliability policy you want to use.
Addressing	Specify the addressing policy you want to use.
Security	Specify any additional security policies you want to apply.
Override OWSM Policy Properties	If additional security policies were defined for the Web Service, click to override properties on those policies. Use the Name and Value fields to specify property values. Override properties are defined by the policy. Therefore, to perform this step, you must know the policy being used and the properties that you can override. The properties you specify here must exist in configured keystore.
Add	Click to add a new row to the Override OWSM Policy Properties section.
Delete	Click to delete the row from the Override OWSM Policy Properties section.

Parameters

The Parameters page of the Create New Data Control dialog enables you to specify details for the parameters exposed for each method.

A web service may expose scalar parameters (which specify string or EL values to display data) and complex parameters (which take objects as parameters) that control the data displayed in the data control.

Note: You cannot change the parameter settings when editing a data control.

Element	Description
Parameter Name	Displays the name of the parameter. For complex parameters, expand the parameter to display the scalar values that make up the parameter.
Value	Displays the data type of the parameter.
Display Name	Enter a user-friendly name for the parameter. This name is displayed to users when they consume the data control in a page or task flow.
Tooltip Text	Enter a brief description of the parameter. This provides users with assistance in determining the purpose of the parameter.
Show to User	Select to display the parameter to users when they create a visualization based on this data control in a task flow.

Create New/Edit REST Data Source



Use the Create New REST Data Source wizard (or Edit REST Data Source wizard) to create (or edit) a REST data source for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page). More

The Create New/Edit REST Data Source wizard includes the following pages:

- [Create or Edit](#)
- [Authentication](#)
- [Credentials](#)



Create or Edit

Use the Create or Edit page to add or modify a REST data source.

Element	Description
Name	(Required) Enter a name for the new REST data source.
Description	Optionally, Enter a description for the new REST data source.
Resource Path	(Required) Enter a valid REST URL resource path. For example, the resource path <code>http://dev.markitondemand.com/Api/v2/Quote?symbol=AAPL</code> provides stock quotes. The resource path must support at least the GET method, along with any other method (PUT, POST, DELETE).
Test	Click to confirm the resource path is valid and that it returns data.
Use Portal Proxy	Select if you specified an external URL.
Use Authentication	Select to use Authentication. If selected, also select the authentication type (for example, Basic)
Refresh Schema	(Shown only when editing an existing REST data source) Select to update the data source and associated business object with changes to the database schema, such as adding, deleting, or renaming attributes. For more significant structural changes, you will need to re-create the data source, and any data visualizations where it is used.
Enable Caching	Select to enable caching.
Time to Live (ms)	Enter a value in milliseconds.
Max Weight	Enter the maximum weight.
Methods	Select the REST data source method to be used to retrieve data.
Data Source Return Type	Select a data source return type that specifies data type returned by the Resource Path URL. A URL can return data in either XML format or JSON format.
Parameters	The parameters are populated based on the resource path provided. Click icons to remove  selected or add  new parameters.
Request Payload	Enter a request payload
Response Payload	Enter a response payload.

Authentication

Use the Authentication page to define the authentication type (for example, Basic Authentication). This page displays when **Use Authentication** is selected on the Create page.

Element	Description
Filter Credentials	Enter the filter criteria and click the Search  icon. Click  to clear the search field.
Add Credentials	Click to display the Credentials page.
Authentication Credentials List	Click to select an existing authentication credentials (Basic, OAuth, Taleo).

Credentials

Use the Credentials page to define the data source security type and define or edit the login information. This page is displayed when **Add Credentials** is selected on the Authentication page.

Element	Description
Select Security Type	Select security type of Basic Authentication, OAuth, or Taleo Token Generator, and enter corresponding settings. More
Name	(Required) Enter a name for the new credential.

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Create New/Edit SQL Data Source

Use the Create New SQL Data Source wizard (or Edit SQL Data Source wizard) to create a new SQL data source for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page). [More](#)

Element	Description
Name	(Required) Enter a name for the new SQL data source.
Description	Enter a description for the new SQL data source.
JDBC Data Source	(Required) Enter a JNDI name of JDBC data source.
Password	(Required) Enter a password for the JDBC data source.
SQL Statement	Enter a SQL statement. You can use <code>:bind-name</code> to refer to bind variables in the SQL statement.
Updatable	Select to allow this SQL data source to be updated. The underlying table must have a primary key defined on the table for this feature to work.
Test	Click to confirm whether required entries are complete and valid.

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Create New Resource Catalog

Use the Create New Resource Catalog dialog to specify a name, description, and source for a new resource catalog.

Element	Description
Name	Enter a name for the resource catalog. The name is displayed in the Assets or Shared Assets page and in lists when selecting a resource catalog. Make the name as descriptive as possible.
Description	Enter a description for the resource catalog. The description is displayed below the name in the Assets or Shared Assets page and as a tool tip when selecting a resource catalog. Ensure that the description helps users determine if they want to use this particular resource catalog.
Copy From	Select an existing resource catalog to use as the starting point for your new resource catalog. Leave blank to create a new empty resource catalog.
Create	Click to create and list the new resource catalog on the Assets or Shared Assets page. The empty check box in the Available column indicates that it is not yet published and hence is not available to other users. More After initial creation, the new resource catalog is either empty or identical to the resource catalog selected from the Copy From list. The next step in creating a resource catalog is to edit it to meet your requirements. More

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Create New Skin

Use the Create New Skin dialog to specify a name, description, and source for a new skin.

Element	Description
Name	Enter a name for the skin. The name is displayed in the Assets or Shared Assets page and in lists when selecting a skin. Make the name as descriptive as possible.
Description	Enter a description for the skin. The description is displayed below the name in the Assets or Shared Assets page and as a tool tip when selecting a skin. Ensure that the description helps users determine if they want to use this particular skin.
Copy From	Select an existing skin to use as the starting point for your new skin.

Element	Description
Create	Click to create and list the new skin on the Assets or Shared Assets page. The empty check box in the Available column indicates that it is not yet published and hence is not available to other users. More After initial creation, the new skin is identical to the resource catalog selected from the Copy From list. The next step in creating a skin is to edit it to meet your requirements. More

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Create New Task Flow

Use the Create New Task Flow dialog to create a new, empty task flow.

Element	Description
Name	Enter a name for the task flow. The name is displayed in the resource catalog.
Description	Enter a description for the task flow to briefly explain its purpose. The description is displayed in the resource catalog.
Task Flow Style	Select the task flow style to use to determine the layout of the task flow.

Create Table

Use the Create Table dialog to visualize data from a data control as a table.

The Create Table dialog is arranged in the following tabs:

- [Type](#)
- [Items](#)
- [Columns](#)
- [Visualization Parameter](#)

Type

The Type tab of the Create Table dialog enables you to select the type of table to use to visualize your data.

Element	Description
Select the type of table	Select: <ul style="list-style-type: none"> • Table to add an editable table where users can edit information within the table, and then commit those changes to the data source. The data in the table can be edited only if the underlying data source supports updating of records. • Read-only Table to display table data that cannot be edited.

Element	Description
Behavior	<p>Select:</p> <ul style="list-style-type: none"> • Row Selection to enable selection of a row on which to perform an operation. • Filtering to display a filter field above each column in the table. Users can enter criteria in these text fields to display only those rows that match the criteria. • Sorting to display Up and Down arrows on the column headers. Users can use these to sort columns in an ascending or descending order.

Items

The Items tab of the Create Table dialog enables you to identify which data to display.

Element	Description
Available Items	<p>Displays the items available in the data source. Select the items you want to display as columns in the table.</p> <p>Select a single item or multiple items and use the arrows next to this list to move items to the Selected Items list.</p>
Selected Items	<p>Displays the items selected for display in the table.</p> <p>Select a single item or multiple items and use the arrows to the left of this list to remove items from the list.</p>

Columns

The Columns tab of the Create Table dialog enables you to determine how to display data within the table. For example you can specify the text to use in the column header and how to display the data. If you skip this page, the column name is used as the column header.

Element	Description
Column	Select a column to define its header, output format, and alignment.
Column Header	Specify text to use as a header for the selected column.
Display As	<p>Select:</p> <ul style="list-style-type: none"> • Input Text w/Label to display data in the selected column as editable fields and thereby enable users to modify the data records displayed in this column (available only for editable tables). • Output Text to display data in the selected column as styled read-only text. • Output Formatted to display data in the selected column as read-only text with limited formatting. • Hyperlink to display data in the selected column as a link. For example, when connecting to an employee database, you can display employee names as hyperlinks so that, when users click a link, it takes them to the employees profile page. Specify the target for the hyperlink in the URL field.
Align	Select whether the data in the table cells must be aligned to the center, end, left, right, start .

Element	Description
URL	Specify the URL to use as the target for the hyperlink, along with the EL value to use for the dynamic part of the URL. For example, if you are adding a data control that lists the portals of which the current user is a member, you can enter <code>/spaces/#{row.item}</code> in the URL field to display portal names as hyperlinks. Clicking a portal name in the table opens the portal. Note: This field is enabled only if you selected Hyperlink in the Display As list.
Open in New Window	Select to open the URL in a separate window. Note: This checkbox is enabled only if you selected Hyperlink in the Display As list.

Visualization Parameter

The Visualization Parameter tab of the Create Table dialog lists the parameters defined by the data control. You can include data control parameters in a parameter form above the table to enable users to control the data displayed. You can specify parameter values to determine the initial data displayed. This step is optional. If you do not expose a parameter form, the table displays data pertaining to the values specified when the data control was created.



Element	Description
Parameter	Lists the parameters defined by the data control. Select the checkbox next to the parameter name to display the parameter in a parameter form above the table so that users can control the data displayed in the table.
Default Value	Enter a value for the parameter. This value determines the initial data displayed in the table.
Submit Button Label	Enter the text to display on the button that end users click to submit values on the parameter form.







Data Controls

Use the Data Controls page to manage web service data controls for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page).

You use data controls to connect to and read data from external web services, then present that data on a page in a task flow.






If a data control is hidden after it has already been consumed in a task flow, the usage of the data control will continue to work in that task flow, but the data control will no longer be available in the resource catalog for consumption in other task flows.

Element	Description
 Create	Click to create a web service data control. In the Create New Data Control dialog, specify a name and description for the new data control, and type of data control that you want to create: Web Service .
 Delete	Click to delete the currently selected data control. More

Element	Description
 Upload	Click to open the Upload New Data Control dialog, where you can enter the name of an AAR file to use to import a data control into WebCenter Portal. More The AAR file can be located on the local file system or the file system on a server.
 Download	Click to open the Download dialog, where you can export the selected data control to an AAR file on your local file system or the file system on a server. More
Actions menu	Click to choose one of the following actions:
Copy	Click to create a copy of the selected data control. More When you create a copy, the copy is initially hidden regardless of the show or hide status of the original data control.
Security Settings	Click to open the Security Settings dialog, where you can grant manage and update permissions to selected users and roles on the selected data control. More
Edit Properties	Click to open the Edit Properties dialog, where you can update the name, description, icon URI, category, and custom attributes of the selected data control. More For shared assets, you can also choose whether or not to expose the data control in the Home portal or other portals. More
Show Properties	Click to open the Show Properties dialog, where you can view information about the selected data control, such as the display name, description, asset ID, metadata file location, creation date, and so on. More
Filter	Enter a full or partial search string then click  to refresh the list with all the data controls for which a match is found in the Display Name or Description . To clear the current search string and display all data controls, click  .
 Refresh	Click to refresh the list of data controls.
Data Controls	Lists data controls. The  icon next to a data control name indicates that the data control is a shared data control that is available for use in the current portal.
Available	Select to indicate whether the data control is published or not. More <ul style="list-style-type: none"> • A check mark (<input checked="" type="checkbox"/>) indicates that data control is published and available for others to use. • An empty check box (<input type="checkbox"/>) indicates that the data control is not yet published. Hidden data controls are not added to the resource catalog and therefore, cannot be added to a task flow. If a data control is hidden after it has already been consumed in a task flow, the usage of the data control will continue to work in that task flow, but the data control will no longer be available in the resource catalog for consumption in other task flows.
Modified By	Displays the user name of the user who last edited the data control and the date and time at which the changes were made.
Actions	Click Edit to edit the data control. More

Data Visualizations

The Data Visualizations page lists all the available visualizations. There are no built-in data visualizations in WebCenter Portal.

Element	Description
 Upload	Click to open the Upload New Data Visualization dialog, where you can enter the name of an AAR file to use to import a data visualization into WebCenter Portal. More The AAR file can be located on the local file system or the file system on a server.
 Download	Click to open the Download dialog, where you can export the selected visualization to an AAR file on your local file system or the file system on a server. More
Actions menu	Click to choose one of the following actions: <ul style="list-style-type: none"> • Edit Source to directly edit the source code of the data visualization. Editing the source code is not recommended unless you are making a minor edit. More • Show Properties to open the Show Properties dialog, where you can view information about the selected data visualization such as the display name, description, asset ID, metadata file location, creation date, and so on. More • Edit Properties to open the Edit Properties dialog, where you can update the properties of the selected data visualization More
Filter	Enter a full or partial search string then click  to refresh the list with all the data visualizations for which a match is found. Click  to clear the current search string and display all data controls.
 Refresh	Click to refresh the list of data visualizations.
Data Visualizations	Lists data visualizations.
Available	Select to indicate whether the data visualization is published or not. More <ul style="list-style-type: none"> • A check mark (<input checked="" type="checkbox"/>) indicates that data visualization is published and available for others to use. • An empty check box (<input type="checkbox"/>) indicates that the data visualization is not yet published. Hidden data visualizations are not added to the resource catalog and therefore, cannot be added to a page.
Modified By	Displays the user name of the user who last edited the data visualization and the date and time at which the changes were made.

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Edit Properties

Use the Edit Properties dialog to set the properties associated with the selected asset. These include defining the asset's general settings, availability, and attributes. While general settings and availability properties are common across assets, attributes vary from asset to asset. You can set asset availability only for shared assets, not for portal assets. More

You cannot edit the properties of built-in assets.

The Edit Properties dialog is arranged in the following sections:

- [General](#)
- [Exclude Asset Usage](#)
- [Attributes](#)

General

The General section of the Edit Properties dialog enables you to edit general information about the selected asset.

Element	Description
Display Name	Edit the display name of the asset. More
Description	Edit the description of the asset. More
Icon URI	Enter the URI path to the icon that you want to associate with the asset. More
Category	Enter the category under which you want to classify the asset. More
Asset Type	Displays the type of the asset, such as skin or page style.
Internal ID	Displays the unique internal identification number associated with the asset. WebCenter Portal identifies an asset through its internal ID.
Content Directory	Displays the path where dependent objects of the asset, such as images, are stored.
JSPx File	Displays the path to the .jspx file of the asset.
Page Definition	Displays the path where the page definition (.xml file) of the asset is stored. Page definitions are used for page templates, task flows, page styles, and task flow styles.
Metadata File	Displays the path where the metadata files, if any, of the asset are stored.
Created By	Displays the user name of the user who created the asset.
Date Created	Displays the date and time when the asset was created.
Modified By	Displays the user name of the user who last modified the asset.
Date Modified	Displays the date and time when the asset was last modified.
Locked By	Displays the user name of the user who most recently locked the asset
Date Locked	Displays the date and time when the asset was most recently locked.

Exclude Asset Usage

The Exclude Asset Usage section of the Edit Properties dialog enables you to determine in which portals a shared asset is available. How?

Note: This section is available only for shared assets, not for portal assets.

Element	Description
Exclude From Home Portal	Select to prevent the asset from being available in the Home portal. Deselect to make the asset available in the Home portal.
Exclude From Portal(s)	Select: <ul style="list-style-type: none"> • Include in All Portals to make the asset available for use in all portals. • Exclude from All Portals to restrict the asset from being available in any portal; the asset is then available only at the application level. • Exclude from Selected Portals to specify the portals in which the asset is not available. <p>Selecting this option displays the Add/Choose link. Click this link to display the Add Portal dialog.</p> <p>In the Add Portal dialog, from the Display Name list, select the portals from which you want to exclude the asset. You can also use the Search field to look up the required portal.</p>

Attributes

The Attributes section of the Edit Properties dialog enables you to provide information about specific attributes defined for the selected asset. How?

Element	Description
Name	Enter the name of the attribute you want to associate with the asset.
Value	Enter the value you want to assign to the attribute. Every time a user uses the asset, the attribute value is considered and the asset behaves accordingly.
Add More	Click to add more attributes to the asset. Clicking this button adds two more rows to the Attributes section. You can then enter the name and value of the additional attributes that you want to define for the asset.









Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Edit Resource Catalog

Use the **Design** tab of the Edit Resource Catalog page to define the structure and content of the current resource catalog. The resources that you include in the resource catalog determine what users can include in their pages and page templates. More

Element	Description
 Add	Click to select one of the following: <ul style="list-style-type: none"> • Folder to add a folder to group similar resources together. More • Component to open the Edit Resource Catalog Item page, where you can create a custom component and specify the XML code for the component. More • Add From Library to open the Add Resource Catalog Item dialog, where you can choose a resource to add to the resource catalog, and optionally provide a name for the new resource. More
 Edit	Click to open the Edit Resource Catalog Item page, where you can edit the properties of the selected resource.
 Copy	Click to make a copy of a selected resource directly below it in the resource hierarchy. You can drag the copy to a new target location, and alter its attributes and parameters as desired.
 Delete	Click to delete a selected resource.
 Outdent	Click to indent or outdent the selected item in the resource catalog.
 Indent	
 Move Up	Click to move the selected item up or down in the resource catalog.
 Move Down	
Save	Save your changes without closing the Edit Resource Catalogs page.
Save and Close	Save your changes and return to the Resource Catalogs assets page.

Related Topics

"Working with Resource Catalogs" in *Building Portals with Oracle WebCenter Portal*

Edit Resource Catalog Item

Use the Edit Resource Catalog Item dialog to edit properties on the selected resource. [More](#)


The Edit Resource Catalog Item dialog displays properties that were defined for the resource at design time. Not all properties are exposed at runtime out-of-the-box. However, if you are aware of the properties defined at design time, you can add those properties in this dialog so that they are exposed.

The Edit Resource Catalog Item dialog is arranged in the following tabs:

- [Target](#)
- [Options](#)
- [Parameters](#)

Target

The Target tab of the Edit Resource Catalog Item dialog enables you to identify the resource that you want to add to the resource catalog. Note that not all elements in listed in this table are available for all resources.

Element	Description
Name	Enter a display name for the resource catalog item.
Description	Enter a brief description of the resource catalog item.
Visible	Select to display the resource catalog item in the resource catalog. Enter true or false, or click the  icon next to a field and select Expression Builder to open the Expression Editor to set a dynamic value using Expression Language (EL).
Path	Enter the URL to access the resource. This field is displayed only for resources of type Link. The URL format is different for the different resources. Prefix the paths to task flows, portlets, and content repositories with <code>taskflow://</code> , <code>portlet://</code> , and <code>content://</code> respectively.
Repository	Enter the name of the connection used to lookup the resource. This field is displayed only for resources that require a repository connection, for example, portlets.
Hide Top-Level Folder	Select to include contents from the selected folder directly under the parent folder; for example, if you select this option for the Data Controls folder, then any data controls created at runtime are displayed directly under Mash-Ups. The Data Controls folder is not displayed. You can preview the catalog to see this change. This field is displayed only for custom folders that are populated dynamically at runtime.
Factory Class	The factory class used to create the folder. This field is displayed only for custom folders that are populated dynamically at runtime. The factory classes for the folders available in the default resource catalog are as follows: <ul style="list-style-type: none"> Task flow: <code>oracle.webcenter.portalframework.sitestructure.rc.TaskFlowResourceFactory</code> Portlet: <code>oracle.webcenter.portalframework.sitestructure.rc.PortletResourceFactory</code> Content: <code>oracle.webcenter.content.model.rc.ContentUrlResourceFactory</code>
XML	Specify the XML code for the component. This field is displayed only if the selected resource is a custom XML component.

Options

The Options tab of the Edit Resource Catalog Item dialog enables you to specify additional display options for the resource.

Element	Description
<code>attr.ATTRIBUTE_NAME</code>	This field is displayed only for resources that are wrapped in a Show Detail Frame or Movable Box component. These attributes are used to set an initial value for the enclosing Show Detail Frame or Movable Box component's attributes; for example, <code>attr.text</code> defines the default title for the resource and <code>attr.contentStyle</code> defines the CSS style to apply for the resource. These are attributes that were explicitly defined on the resource at design time.

Element	Description
parameter.PARA METER_NAME	This field is displayed only for resources that are wrapped in a Show Detail Frame or Movable Box component. These attributes are used to set an initial value for the enclosing Show Detail Frame or Movable Box component's parameters. These are attributes that were explicitly defined on the resource at design time.
Large Icon URI	Enter the standard URI path to an image to be rendered as an icon next to the resource name in the catalog. The image should preferably be 32 x 32 pixels in size. If you do not specify a URI, a placeholder icon is used.
Small Icon URI	Enter the standard URI path to an image to be rendered as an icon next to the resource when it appears in the Up menu in the resource catalog. The image should preferably be 16 x 16 pixels in size. If you do not specify a URI, a placeholder icon is used.
Subject and Keywords	Enter keywords to facilitate keyword searching of the resource catalog.
Tool Tip	Enter text to display when users hover the mouse over the resource in the resource catalog.
WEBCENTER_S ERVICE_ID	Displays the identifier used when defining the WebCenter Portal tool or service. This field is displayed only for task flows related to WebCenter Portal tools or services.
New Attribute Name	Enter the name of an attribute that has been defined for the resource but not exposed in the dialog. You can also select an attribute name from the dropdown list. In addition to the default attributes exposed through the Edit Resource Catalog Item dialog, you can expose any custom attributes built into a resource. You can provide the attribute name in this field, and specify a value in the New Attribute Value field.
New Attribute Value	Enter a value for the custom attribute that you specified in New Attribute Name field.
Add	Click to display the new attribute name/value pair along with the other fields in the dialog. You can click Add even without specifying a value for the attribute. You can specify the value once the field is displayed in the dialog, along with other fields.

Parameters

The Parameters tab of the Edit Resource Catalog Item dialog enables you to provide values for resources that support wiring, for example, portlets and task flows. You can also add custom parameters.

Element	Description
New Parameter Name	Specify the name of a parameter to use for this resource.
New Parameter Value	Specify a value for the custom parameter that you specified in the New Parameter Name field.
Add	Click to display the new parameter name/value pair along with the other fields in the dialog. You can click Add even without specifying a value for the attribute. You can specify the value once the field is displayed in the dialog, along with other fields.

Related Topics

"Working with Resource Catalogs" in *Building Portals with Oracle WebCenter Portal*

Edit Skin

Use the Edit Skin page to define a skin's basic appearance settings: font, background color, and background image. More

Element	Description
Item	Select the target area for which you want to update skin properties: <ul style="list-style-type: none"> • Page Template to define the properties of the template used on a page. • Page to define the properties of the page background. • Task Flow/Portlet to define the properties of task flows and portlets on a page.
Background Color	Select the background color you want to use for the selected target area.
Background Image	Enter the URI path of the image you want to use as a background image for the selected targeted area.
Repeat Horizontally	Select to show the background image aligned horizontally at the top of the page, with the image repeated across the horizontal bar. Note: If you also select Repeat Vertically , the background image is repeated across the entire target area.
Repeat Vertically	Select to show the background image aligned vertically on the left side of the page, with the image repeated across the vertical bar. Note: If you also select Repeat Horizontally , the background image is repeated across the entire target area.
Font Family	Select the font you want to use for text in the target area. Note: This field is available only when Page Template is selected as the target area.
Preview	Displays a preview of the skin settings defined for the various target areas: Page Template , Page , and Task Flow/Portlet .

Related Topics

"Working with Skins" in *Building Portals with Oracle WebCenter Portal*








"Creating a Look and Feel for Portals" in *Building Portals with Oracle WebCenter Portal*

Layouts

Use the Layouts page to create and manage layouts for pages and page styles for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page). More

Layouts can be applied to new or existing pages or page styles. WebCenter Portal provides several built-in layouts.

Only users with at least the default permissions assigned to the `Administrator` or `Application Specialist` role can manage layouts.

Element	Description
 Delete	Click to delete the currently selected layout. More You cannot delete a built-in layout.
 Upload	Click to open the Upload New Layout dialog, where you can enter the name of an AAR file to use to import a layout into WebCenter Portal. More The AAR file can be located on the local file system or the file system on a server.
 Download	Click to open the Download dialog, where you can export the selected layout to an AAR file on your local file system or the file system on a server. The AAR file can then be edited in tools such as Oracle JDeveloper. More You cannot download the built-in layouts.
Actions menu	Click to choose one of the following actions: <ul style="list-style-type: none"> • Copy to create a copy of the selected layout. More When you create a copy, the copy is initially hidden regardless of the show or hide status of the original layout. • Security Settings to open the Security Settings dialog, where you can grant manage and update permissions to selected users and roles on the selected layout. More • Show Properties to open the Show Properties dialog, where you can view information about the selected layout, such as the display name, description, asset ID, metadata file location, creation date, and so on. More • Edit Source to directly edit the source code of the layout. More • Edit Properties to open the Edit Properties dialog, where you can update the name, description, icon URI, category, and custom attributes of the selected layout. More For shared assets, you can also choose whether or not to expose the layout in the Home portal or other portals. More
Filter	Enter a full or partial search string then click  to refresh the list with all the layouts for which a match is found in the Display Name or Description . To clear the current search string and display all layouts, click  .
 Refresh	Click to refresh the list of layouts.
Layouts	Lists layouts. The  icon next to a layout name indicates that the layout is a shared layout that is available for use in the current portal.
Available	Select to indicate whether the layout is published or not. More <ul style="list-style-type: none"> • A check mark (<input checked="" type="checkbox"/>) indicates that the layout is published and available for others to use. • An empty check box (<input type="checkbox"/>) indicates that the layout is not yet published.
Modified By	Displays the user name of the user who last edited the layout and the date and time at which the changes were made.
Actions	There are no additional actions for layouts.

Related Topics

"Working with Layouts" in *Building Portals with Oracle WebCenter Portal*

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Link to New Asset or Link to Existing Asset

Use the Link to New Asset or Link to Existing Asset dialog to associate objects with the current object. For example, you can link from a list to an existing document, or add a new document to the library and link to it. Whenever you access the list, you also have instant access to a document relevant to that list.

Given the right permission, other users can see your links, and you can see their links. What you can do with a link (such as view, create, delete) depends on your Links permission. What you can do with the linked object (such as edit) depends on the target object's security.

The items you can link to differ between the **Link to Existing** (link to existing resource) and **Link to New** (create a new resource) lists. For example, while you can link to a new note, you cannot link to an existing note. Additionally, in WebCenter Portal, the items you can link to from the Home Portal differ from those you can link to from a portal. The following table summarizes the links available to an object:

Object Type	Link to Existing Asset	Link to New Asset	Home Portal	Portal
Announcement	Yes	No	No	Yes
Discussion Topic	Yes	Yes	No	Yes
Document/Wiki	Yes	Yes	Yes	Yes
Event	Yes	Yes	No	Yes
Note	No	Yes	Yes	Yes
URL	No	Yes	Yes	Yes

Most links are also bidirectional. That is, when you create a link from a discussion to a document, a return link from the document to the discussion is simultaneously created automatically. This bidirectional relationship is true for most, though not all, links. Links to notes, URLs, and list rows do not create a reciprocal link on the link target. For example, when you create a link from a document to a note or from a document to a URL or a link from a list row to a document, a reciprocal link is not automatically created on the link target. Note, however, that links from whole lists do create a reciprocal link from the target.

Related Topics








"Linking Information in WebCenter Portal" in *Using Portals in Oracle WebCenter Portal*

Page Styles

Use the Page Styles page to manage page styles for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page). More

Page styles describe the layout of a newly created page and may also dictate the type of content the page supports. [More](#)

Only users with the application-level permission `Create, Edit, and Delete Page Styles` can manage shared page styles. Users with the portal-level permission `Create, Edit, and Delete Assets` (simple permissions model) or `Create, Edit, and Delete Page Styles` (detailed permissions model) can manage portal-level page styles.

Element	Description
 Delete	Click to delete the currently selected page style. More You cannot delete the built-in page styles.
 Upload	Click to open the Upload New Page Style dialog, where you can enter the name of an AAR file to use to import a page style into WebCenter Portal. More The AAR file can be located on the local file system or the file system on a server.
 Download	Click to open the Download dialog, where you can export the selected page style to an AAR file on your local file system or the file system on a server. The AAR file can then be edited in tools such as Oracle JDeveloper. More You cannot download the built-in page styles.
Actions menu	Click to choose one of the following actions: <ul style="list-style-type: none"> • Copy to create a copy of the selected page style. More When you create a copy, the copy is initially hidden regardless of the show or hide status of the original page style. • Security Settings to open the Security Settings dialog, where you can grant manage and update permissions to selected users and roles on the selected page style. More • Show Properties to open the Show Properties dialog, where you can view information about the selected page style, such as the display name, description, asset ID, metadata file location, creation date, and so on. More • Edit Source to directly edit the source code of the page style. More • Edit Properties to open the Edit Properties dialog, where you can update the name, description, icon URI, category, and custom attributes of the selected page style. More For shared assets, you can also choose whether or not to expose the page style in the Home portal or other portals. More
Filter	Enter a full or partial search string then click  to refresh the list with all the page styles for which a match is found in the Display Name or Description . To clear the current search string and display all page styles, click  .
 Refresh	Click to refresh the list of page styles.
Page Styles	Lists page styles. Click a page style name to preview the page style. More The  icon next to a page style name indicates that the page style is a shared page style that is available for use in the current portal.

Element	Description
Available	Select to indicate whether the page style is published or not. More <ul style="list-style-type: none"> A check mark (<input checked="" type="checkbox"/>) indicates that the page style is published and available for others to use. An empty check box (<input type="checkbox"/>) indicates that the page style is not yet published.
Modified By	Displays the user name of the user who last edited the page style and the date and time at which the changes were made.
Actions	Click Edit to edit the page style in the page editor. More You cannot edit the built-in page styles.

Related Topics

"Working with Page Styles" in *Building Portals with Oracle WebCenter Portal*

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*




"Developing Page Styles" in *Developing for Oracle WebCenter Portal*








Page Templates

Use the Page Templates page to manage page templates for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page). More

Every page in a portal has an associated page template that defines the structure and layout of the entire page. All pages in a portal use the same page template, set as the default by the portal manager. This ensures that all pages in a portal look and behave consistently. More

Only users with the application-level permission `Create, Edit, and Delete Page Templates` can manage shared page templates. Users with the portal-level permission `Create, Edit, and Delete Assets (standard permissions model)` or `Create, Edit, and Delete Page Templates (advanced permissions model)` can manage portal-level page templates.

Element	Description
 Create	Click to create a page template. More In the Create New Page Template dialog, specify a name and description for the new page template, and the name of the existing page template to use as the starting point for the new page template.
 Delete	Click to delete the currently selected page template. More You cannot delete the built-in page templates.
 Upload	Click to open the Upload New Page Template dialog, where you can enter the name of an AAR file to use to import a page template into WebCenter Portal. More The AAR file can be located on the local file system or the file system on a server.

Element	Description
 Download	Click to open the Download dialog, where you can export the selected page template to an AAR file on your local file system or the file system on a server. The AAR file can then be edited in tools such as Oracle JDeveloper. More You cannot download the built-in page templates.
Actions menu	Click to choose one of the following actions: <ul style="list-style-type: none"> • Copy to create a copy of the selected page template. More When you create a copy, the copy is initially hidden regardless of the show or hide status of the original page template. • Security Settings to open the Security Settings dialog, where you can grant manage and update permissions to selected users and roles on the selected page template. More • Show Properties to open the Show Properties dialog, where you can view information about the selected page template, such as the display name, description, asset ID, metadata file location, creation date, and so on. More • Edit Source to directly edit the source code of the page template. More • Edit Properties to open the Edit Properties dialog, where you can update the name, description, icon URI, category, and custom attributes of the selected page template. More For shared assets, you can also choose whether or not to expose the page template in the Home portal or other portals. More
Filter	Enter a full or partial search string then click  to refresh the list with all the page templates for which a match is found in the Display Name or Description . To clear the current search string and display all page templates, click  .
 Refresh	Click to refresh the list of page templates.
Page Templates	Lists available page templates. Click a page template name to preview the page template. More The  icon next to a page template name indicates that the page template is a shared page template that is available for use in the current portal.
Available	Select to indicate whether the page template is published or not. More <ul style="list-style-type: none"> • A check mark () indicates that page template is published and available for others to use. • An empty check box () indicates that the page template is not yet published.
Modified By	Displays the user name of the user who last edited the page template and the date and time at which the changes were made.
Actions	Click Edit to edit the page template in Structure view of the page editor. More You cannot edit the built-in page templates.

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*





"Creating a Look and Feel for Portals" in *Building Portals with Oracle WebCenter Portal*







Resource Catalogs

Use the Resource Catalogs page to manage resource catalogs for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page). [More](#)

Resource catalogs enable you to add resources to pages, page templates, page styles, and task flows. [More](#)

Only users with the application-level permission *Create, Edit, and Delete Resource Catalogs* can manage shared resource catalogs. Users with the portal-level permission *Create, Edit, and Delete Assets* (simple permissions model) or *Create, Edit, and Delete Resource Catalogs* (detailed permissions model) can manage portal-level resource catalogs.

Element	Description
 Create	Click to create a resource catalog. More In the Create New Resource Catalog dialog, specify a name and description for the new resource catalog, and optionally, the name of an existing resource catalog on which to base the new resource catalog.
 Delete	Click to delete the currently selected resource catalog. More You cannot delete the built-in resource catalogs.
 Upload	Click to open the Upload New Resource Catalog dialog, where you can enter the name of an AAR file to use to import a resource catalog into WebCenter Portal. More The AAR file can be located on the local file system or the file system on a server.
 Download	Click to open the Download dialog, where you can export the selected resource catalog to an AAR file on your local file system or the file system on a server. The AAR file can then be edited in tools such as Oracle JDeveloper. More You cannot download the built-in resource catalogs.
Actions menu	Click to choose one of the following actions: <ul style="list-style-type: none"> • Copy to create a copy of the selected resource catalog. More When you create a copy, the copy is initially hidden regardless of the show or hide status of the original resource catalog. • Security Settings to open the Security Settings dialog, where you can grant manage and update permissions to selected users and roles on the selected resource catalog. More • Show Properties to open the Show Properties dialog, where you can view information about the selected resource catalog, such as the display name, description, asset ID, metadata file location, creation date, and so on. More • Edit Source to directly edit the source code of the resource catalog. More • Edit Properties to open the Edit Properties dialog, where you can update the name, description, icon URI, category, and custom attributes of the selected resource catalog. More For shared assets, you can also choose whether or not to expose the resource catalog in the Home portal or other portals. More

Element	Description
Filter	<p>Enter a full or partial search string then click  to refresh the list with all the resource catalogs for which a match is found in the Display Name or Description.</p> <p>To clear the current search string and display all resource catalogs, click .</p>
 Refresh	Click to refresh the list of resource catalogs.
Resource Catalogs	<p>Lists resource catalogs.</p> <p>The  icon next to a resource catalog name indicates that the resource catalog is a shared resource catalog that is available for use in the current portal.</p>
Available	<p>Select to indicate whether the resource catalog is published or not. More</p> <ul style="list-style-type: none"> • A check mark () indicates that resource catalog is published and available for others to use. • An empty check box () indicates that the resource catalog is not yet published.
Modified By	Displays the user name of the user who last edited the resource catalog and the date and time at which the changes were made.
Actions	<p>Click Edit to edit the resource catalog. More</p> <p>You cannot edit the built-in resource catalogs.</p>

Related Topics




"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*








"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

REST Data Sources

Use the REST Data Sources page to manage REST data sources for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page). More

The REST Data Sources page lists all the available REST data sources. Out-of-the-box, this page is empty as there are no built-in REST data sources in WebCenter Portal.

Element	Description
 Create	Click to create a new REST data source. More
 Delete	Click to delete the currently selected REST data source. More
 Upload	<p>Click to open the Upload New REST Data Source dialog, where you can enter the name of an AAR file to use to import a data source into WebCenter Portal. More</p> <p>The AAR file can be located on the local file system or the file system on a server. More</p>

Element	Description
 Download	Click to open the Download dialog, where you can export the selected REST data source to an AAR file on your local file system or the file system on a server. More
Actions menu	Click to choose one of the following actions: <ul style="list-style-type: none"> • Copy to create a copy of the selected REST data source. More When you create a copy, the copy is initially hidden regardless of the show or hide status of the original REST data source. • Show Properties to open the Show Properties, where you can view information about the selected REST data source. More • Copy To Shared Assets to copy a REST data source to application-level shared assets for use by other portals. • Edit Properties to open the Edit Properties, where you can update the properties of the selected REST data source. More
Filter	Enter a full or partial search string then click  to refresh the list with all the REST data sources for which a match is found. Click  to clear the current search string and display all REST data sources.
 Refresh	Click to refresh the list of REST data sources.
Data Controls	Lists REST data sources. The  icon next to a REST data source name indicates that the REST data source is shared and available for use in the current portal.
Available	Select to indicate whether the REST data source is published or not. More <ul style="list-style-type: none"> • A check mark () indicates that REST data source is published and available for others to use. • An empty check box () indicates that the REST data source is not yet published.
Modified By	Displays the user name of the user who last edited the REST data source and the date and time at which the changes were made.
Actions	Click Edit to edit the REST data source. More

Related Topics






"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Security Settings

Use the Security Settings dialog to define and manage access permissions for a specific asset. You can either apply the application-level security settings to the selected asset, or you can define the permissions you want to grant to specific users or groups for that asset. [More](#)

You can set access permissions for assets created within or uploaded to WebCenter Portal. You cannot define access permissions for built-in assets.

Element	Description
Access Method	<p>Select:</p> <ul style="list-style-type: none"> • Use Custom Permissions to define the security settings specific to the selected asset. • Use WebCenter Portal Security Settings to use the application-level security settings for the selected asset.
 Add Users	<p>When Use Custom Permissions is selected, click to add the users to whom you want to grant access permissions for the selected asset.</p> <p>Clicking Add Users displays the Search Users dialog. In the Search field, specify the user name or the e-mail ID and click . From the search results, select the required users and click OK.</p> <p>The selected users are listed in the Role or User column and granted the Update permission automatically.</p>
 Add Groups	<p>When Use Custom Permissions is selected, click to add the groups to which you want to grant access permissions for the selected asset.</p> <p>Clicking Add Groups displays the Search Groups dialog. In the Search field, specify the group name and click . Select the required groups and click OK.</p> <p>The selected groups are listed in the Role or User column and granted the Update permission automatically.</p>
 Delete Access	<p>When Use Custom Permissions is selected, click to revoke the access granted to the selected user or group.</p> <p>Be careful while deleting a user or group. WebCenter Portal does not prompt you to confirm the delete operation.</p>
Role or User	Lists the users or groups who have been granted permissions on the asset.
Access	<p>Shows the access permissions assigned to a user or group for the selected asset.</p> <p>To assign a permission to a user or group, select:</p> <ul style="list-style-type: none"> • Manage to enable the user or the group to be able to edit or delete the asset. • Update to enable the user or the group to be able to edit the asset.

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Select Start Path

Use the Select Start Path dialog to select how much of a navigation model to display in a navigation task flow. You can expose the entire navigation model or you can expose a subset of the model by choosing a specific start point. More

Element	Description
Start at the Currently Selected Page Path	<p>Select to use the currently selected page as the starting point of the navigation. This populates the Start Path property with the following EL expression:</p> <pre>#{navigationContext.navigationModel['modelPath=path'].currentSelection.prettyUrl}</pre> <p>where <i>path</i> is the path to the navigation model XML file (omitting the trailing <code>.xml</code>).</p>
Start at This Level of the Currently Selected Page Path	<p>Select to use the <i>n</i>th level of the currently selected page's path as the starting point of the navigation (where <i>n</i> is the number specified in the field next to this option). This populates the Start Path property with the following EL expression:</p> <pre>#{navigationContext.navigationModel['modelPath=path'].currentSelection.prettyUrlPath[n]}</pre> <p>where <i>path</i> is the path to the navigation model XML file (omitting the trailing <code>.xml</code>) and <i>n</i> is the number specified in the field.</p>
Select Page Path	<p>Click to use a specific page as the starting point of the navigation. This populates the Start Path property with the path to the selected page.</p>

Related Topics

"Adding Navigation to a Page Template" in *Building Portals with Oracle WebCenter Portal*

"Setting Navigation Task Flow Properties" in *Building Portals with Oracle WebCenter Portal*

Shared Assets

Use the Shared Assets page to manage assets that are available to all portals. More

Your role determines the assets you can manage, and which menu options are available. Menu options appear greyed out if you do not have the required permissions for a particular asset. More

Element	Description
Page Templates	<p>Select to display the Page Templates page, where you can create and manage page templates for use in all portals.</p> <p>Page templates define how individual pages and groups of pages display in a portal. More</p>
Resource Catalogs	<p>Select to display the Resource Catalogs page, where you can create and manage resource catalogs for use in all portals.</p> <p>Resource catalogs expose the components and connections that members can add to pages, page templates, page styles, and task flows. More</p>
Skins	<p>Select to display the Skins page, where you can create and manage skins for use in all portals.</p> <p>Skins help to achieve a desired appearance and look and feel across a portal or portals. More</p>

Element	Description
Page Styles	Select to display the Page Styles page, where you can manage page styles for use in all portals. Page styles define the layout of a newly created page and the type of content the page supports. More
Content Presenter	Select to display the Content Presenter page, where you can manage display templates available for use in all portals. More
Task Flow Styles	Select to display the Task Flow Styles page, where you can manage templates for creating task flows in all portals. More
Layouts	Select to display the Layouts page, where you can manage and define layouts that can be applied to new or existing pages and page styles. More
Task Flows	Select to display the Task Flows page, where you can create and manage task flows for use in all portals to display data. More
Data Visualizations	Select to display the Data Visualizations page, where you can manage data visualizations for use for all portals. More
Visualization Templates	Select to display the Visualization Templates page, where you can manage visualization templates for use for all portals. More
Data Controls	Select to display the Data Controls page, where you can create and manage data controls for use in all portals. More
Business Objects	Select to display the Business Objects page, where you can group data into new reusable objects that can be called from a portal page. More
REST Data Sources	Select to display the REST Data Sources page, where you can create and manage REST data sources for use in all portals. More
SQL Data Sources	Select to display the SQL Data Sources page, where you can create and manage SQL data sources for use in all portals. More

Show Properties

Use the Show Properties dialog to view the properties associated with the currently selected asset. These include the asset's general settings, availability, and attributes. While general settings and availability properties are common across assets, attributes vary from asset to asset. [More](#)

Asset availability applies only to shared assets, not to portal assets.

The Show Properties dialog is arranged in the following sections:

- [General](#)
- [Exclude Asset Usage](#)
- [Attributes](#)

General

The General section of the Show Properties dialog enables you to view general information about the selected asset.

Element	Description
Display Name	Displays the display name of the asset.
Description	Displays the description of the asset.

Element	Description
Icon URI	Displays the URI path to the icon that is associated with the asset.
Category	Displays the category under which the asset is classified.
Asset Type	Displays the type of the asset, such as skin or page style.
Internal ID	Displays the unique internal identification number associated with the asset. WebCenter Portal identifies an asset through its internal ID.
Content Directory	Displays the path where dependent objects of the asset, such as images, are stored.
JSPx File	Displays the path to the .jspx file of the asset.
Page Definition	Displays the path where the page definition (.xml file) of the asset is stored. Page definitions are used for page templates, task flows, page styles, and task flow styles.
Metadata File	Displays the path where the metadata files, if any, of the asset are stored.
Created By	Displays the user name of the user who created the asset.
Date Created	Displays the date and time when the asset was created.
Modified By	Displays the user name of the user who last modified the asset.
Date Modified	Displays the date and time when the asset was last modified.
Locked By	Displays the user name of the user who most recently locked the asset
Date Locked	Displays the date and time when the asset was most recently locked.

Exclude Asset Usage

The Exclude Asset Usage section of the Show Properties dialog enables you to see in which portals a shared asset is available.

Note: This section is available only for shared assets, not for portal assets.

Element	Description
Exclude From Home Portal	Displays whether or not the asset is available in the Home portal.
Exclude From Portal(s)	Displays: <ul style="list-style-type: none"> • Include in All Portals if the asset is available for use in all portals. • Exclude from All Portals if the asset is restricted from being available in any portal; the asset is available only at the application level. • Exclude from Selected Portals if the asset is restricted from being available in a specific list of portals.

Attributes

The Attributes section of the Show Properties dialog enables you to view information about specific attributes defined for the selected asset.

Element	Description
<i>Name</i>	Displays the names of the attributes associated with the asset.
<i>Value</i>	Displays the values assigned to the attributes. Every time a user uses the asset, the attribute value is considered and the asset behaves accordingly.

Related Topics









"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

SQL Data Sources

Use the SQL Data Sources page to manage SQL data sources for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page). More

The SQL Data Sources page lists all the available SQL data sources. Out-of-the-box, this page is empty as there are no built-in SQL data sources in WebCenter Portal.

Element	Description
 Create	Click to create a new SQL data source. More
 Delete	Click to delete the currently selected SQL data source. More
 Upload	Click to open the Upload New SQL Data Source dialog, where you can enter the name of an AAR file to use to import a data source into WebCenter Portal. More The AAR file can be located on the local file system or the file system on a server. More
 Download	Click to open the Download dialog, where you can export the selected SQL data source to an AAR file on your local file system or the file system on a server. More
Actions menu	Click to choose one of the following actions: Copy to create a copy of the selected SQL data source. More When you create a copy, the copy is initially hidden regardless of the show or hide status of the original SQL data source. Copy To Shared Assets to copy a SQL data source to application-level shared assets for use by other portals. Show Properties to open the Show Properties dialog, where you can view information about the selected SQL data source. More Edit Properties to open the Edit Properties dialog, where you can update the properties of the selected SQL data source More
Filter	Enter a full or partial search string then click  to refresh the list with all the SQL data sources for which a match is found. Click  to clear the current search string and display all SQL data sources.
 Refresh	Click to refresh the list of SQL data sources.
Data Controls	Lists SQL data sources. The  icon next to a SQL data source name indicates that the SQL data source is shared and available for use in the current portal.

Element	Description
Available	Select to indicate whether the SQL data source is published or not. More <ul style="list-style-type: none"> A check mark (<input checked="" type="checkbox"/>) indicates that SQL data source is published and available for others to use. An empty check box (<input type="checkbox"/>) indicates that the SQL data source is not yet published.
Modified By	Displays the user name of the user who last edited the SQL data source and the date and time at which the changes were made.
Actions	Click Edit to edit the SQL data source. More

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Skins




Use the Skins page to manage skins for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page). More






Skins enable you to define the look and feel of the entire application or a particular portal. More

You can create custom skins and edit them in WebCenter Portal to suit your requirements. You can also download custom skins, edit them in an IDE like Oracle JDeveloper, and upload them back into WebCenter Portal.

Out-of-the-box, WebCenter Portal provides various built-in skins. You cannot modify or download built-in skins, however, you can make a copy of a built-in skin, and then edit the copy.

Only users with the application-level permission `Create, Edit, and Delete Skins` can manage shared skins. Users with the portal-level permission `Create, Edit, and Delete Assets` (simple permissions model) or `Create, Edit, and Delete Skins` (detailed permissions model) can manage portal-level skins.

Element	Description
 Create	Click to create a skin. More In the Create New Skin dialog, specify a name and description for the new skin, and the name of the existing skin to use as the starting point for the new skin.
 Delete	Click to delete the currently selected skin. More You cannot delete the built-in skins.
 Upload	Click to open the Upload dialog, where you can enter the name of an AAR file to use to import a skin into WebCenter Portal. More The AAR file can be located on the local file system or the file system on a server.

Element	Description
 Download	Click to open the Download dialog, where you can export the selected skin to an AAR file on your local file system or the file system on a server. The AAR file can then be edited in tools such as Oracle JDeveloper. More You cannot download the built-in skins.
Actions menu	Click to choose one of the following actions: <ul style="list-style-type: none"> • Copy to create a copy of the selected skin. More When you create a copy, the copy is initially hidden regardless of the show or hide status of the original skin. • Security Settings to open the Security Settings dialog, where you can grant manage and update permissions to selected users and roles on the selected skin. More • Show Properties to open the Show Properties dialog, where you can view information about the selected skin, such as the display name, description, asset ID, metadata file location, creation date, and so on. More • Edit Source to directly edit the source code of the skin. More • Edit Properties to open the Edit Properties dialog, where you can update the name, description, icon URI, category, and custom attributes of the selected skin. More For shared assets, you can also choose whether or not to expose the skin in the Home portal or other portals. More
Filter	Enter a full or partial search string then click  to refresh the list with all the skins for which a match is found in the Display Name or Description . To clear the current search string and display all skins, click  .
 Refresh	Click to refresh the list of skins.
Skins	Lists skins. The  icon next to a skin name indicates that the skin is a shared skin that is available for use in the current portal.
Available	Select to indicate whether the skin is published or not. More <ul style="list-style-type: none"> • A check mark (<input checked="" type="checkbox"/>) indicates that the skin is published and available for others to use. • An empty check box (<input type="checkbox"/>) indicates that the skin is not yet published.
Modified By	Displays the user name of the user who last edited the skin and the date and time at which the changes were made.
Actions	Click Edit to edit the skin. More You cannot edit the built-in skins.

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

Task Flow Properties

Use the Task Flow Properties dialog to create task flow parameters.

Use task flow parameters to pass values from the task flow to components on the task flow. This way, the components display data based on the task flow parameters. When you wire task flow parameters to parameters on its child components, you provide users the ability to decide what data they want to view in the child components.

Consider the example of a task flow that contains a data control. You can create task flow parameters and bind them to the data control parameters. When you pass values from the task flow to the data control, the data control displays records based on the task flow parameter values. As end users can edit the task flow's parameters in the page editor, they can control what is displayed in the data control.



Element	Description
Create	Click to add a row to the table of task flow parameters.
Remove	Click to remove the selected task flow parameter.
Name	Enter a name for the task flow parameter.
Type	Select the data type of the task flow parameter. Choose from string , boolean , number , and date .
Storage	Select the scope for the task flow parameter. This value also defines the location for the parameter value. Select: <ul style="list-style-type: none"> • pageFlowScope to make the parameter available to all instances of the task flow on the page. • applicationScope to make the parameter available to all instances of the task flow within the application. • sessionScope to make the parameter available only to the current user, for the current session. • Expression Builder to specify any custom storage location by providing the EL value.








Task Flow Styles

Use the Task Flow Styles page to manage upgraded task flow styles for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page).

Task flow styles describe the layout of a newly created task flow. Out-of-the-box, WebCenter Portal comes with two built-in task flow styles.

Only users with the application-level permission *Create, Edit, and Delete Mashup Styles* can manage shared task flow styles. Users with the portal-level permission *Create, Edit, and Delete Assets* (simple permissions model) or *Create, Edit, and Delete Mashup Styles* (detailed permissions model) can manage portal-level task flow styles.

Element	Description
 Delete	Click to delete the currently selected task flow style. More You cannot delete a built-in task flow style.
 Upload	Click to open the Upload New Task Flow Style dialog, where you can enter the name of an AAR file to use to import a custom task flow style into WebCenter Portal. More The AAR file can be located on the local file system or the file system on a server.









Element	Description
 Download	Click to open the Download dialog, where you can export the selected task flow style to an AAR file on your local file system or the file system on a server. The AAR file can then be edited in tools such as JDeveloper. More Tip: You cannot download a built-in task flow style, but you can create a copy of a built-in task flow style and download that.
Actions menu	Click to choose one of the following actions:
Copy	Click to create a copy of the selected task flow style. More When you create a copy, the copy is initially hidden regardless of the show or hide status of the original task flow style.
Security Settings	Click to open the Security Settings dialog, where you can grant manage and update permissions to selected users and roles on the selected task flow style. More
Show Properties	Click to open the Show Properties dialog, where you can view information about the selected task flow style, such as the display name, description, asset ID, metadata file location, creation date, and so on. More
Edit Source	Click to directly edit the source code of the task flow style. More
Edit Properties	Click to open the Edit Properties dialog, where you can update the name, description, icon URI, category, and custom attributes of the selected task flow style. More For shared assets, you can also choose whether or not to expose the task flow style in the Home portal or other portals. More
Filter	Enter a full or partial search string then click  to refresh the list with all the task flow styles for which a match is found in the Display Name or Description . To clear the current search string and display all task flow styles, click  .
 Refresh	Click to refresh the list of task flow styles.
Task Flow Styles	Lists task flow styles. Click a task flow style name to preview the task flow style. Click Close to exit Preview mode. More The  icon next to a task flow style name indicates that the task flow style is a shared task flow style that is available for use in the current portal.
Available	Select to indicate whether the task flow style is published or not. More <ul style="list-style-type: none"> A check mark () indicates that the task flow style is published and available for others to use. An empty check box () indicates that the task flow style is not yet published.
Modified By	Displays the user name of the user who last edited the task flow style and the date and time at which the changes were made.
Actions	There are no additional actions for task flow styles.

Task Flows

Use the Task Flows page to build and manage task flows for all portals (if accessed through the **Shared Assets** page) or for the current portal (if accessed through the **Assets** page).

You can add any resource from the resource catalog to a task flow, including data controls. If you add a data control to a task flow, it is advisable to add only one type of data presentation to the task flow.

If a task flow is hidden after it has already been consumed in a page, the usage of the task flow will continue to work in that page, but the task flow will no longer be available in the resource catalog for consumption in other pages.




Element	Description
 Create	Click to create a task flow. In the Create New Task Flow dialog, specify a name and description for the new data control, and select the task flow style to use.
 Delete	Click to delete the currently selected task flow. More
 Upload	Click to open the Upload New Task Flow dialog, where you can enter the name of an AAR file to use to import a task flow into WebCenter Portal. More The AAR file can be located on the local file system or the file system on a server.
 Download	Click to open the Download dialog, where you can export the selected task flow to an AAR file on your local file system or the file system on a server. More
Actions menu	Click to choose one of the following actions:
Copy	Click to create a copy of the selected task flow. More When you create a copy, the copy is initially hidden regardless of the show or hide status of the original task flow.
Security Settings	Click to open the Security Settings dialog, where you can grant manage and update permissions to selected users and roles on the selected task flow. More
Show Properties	Click to open the Show Properties dialog, where you can view information about the selected task flow, such as the display name, description, asset ID, metadata file location, creation date, and so on. More
Edit Source	Click to directly edit the source code of the task flow. More
Edit Properties	Click to open the Edit Properties dialog, where you can update the name, description, icon URI, category, and custom attributes of the selected task flow. More For shared assets, you can also choose whether or not to expose the task flow in the Home portal or other portals. More
Filter	Enter a full or partial search string then click  to refresh the list with all the task flows for which a match is found in the Display Name or Description . To clear the current search string and display all task flows, click  .
 Refresh	Click to refresh the list of task flows.
Task Flows	Lists task flows. Click a task flow name to preview the task flow. Click Close to exit Preview mode. More The  icon next to a task flow name indicates that the task flow is a shared task flow that is available for use in the current portal.




Element	Description
Available	<p>Select to indicate whether the task flow is published or not. More</p> <ul style="list-style-type: none"> A check mark (<input checked="" type="checkbox"/>) indicates that task flow is published and available for others to use. An empty check box (<input type="checkbox"/>) indicates that the task flow is not yet published. Hidden task flows are not added to the resource catalog and therefore, cannot be added to a page. If a task flow is hidden after it has already been consumed in a page, the usage of the task flow will continue to work in that page, but the task flow will no longer be available in the resource catalog for consumption in other pages.
Modified By	Displays the user name of the user who last edited the task flow and the date and time at which the changes were made.
Actions	Click Edit to edit the task flow in the page editor.

Visualization Templates

Use the Visualization Templates page to manage custom visualization templates that have been uploaded to WebCenter Portal.

Out-of-the-box, this page is empty as no custom visualization templates exist. You cannot edit or manage the built-in visualization templates, so they are not exposed on the **Shared Assets** or portal **Assets** page.

Element	Description
 Delete	Click to delete the currently selected visualization template. More
 Upload	Click to open the Upload dialog, where you can enter the name of an AAR file to use to import a visualization template into WebCenter Portal. More The AAR file can be located on the local file system or the file system on a server.
 Download	Click to open the Download dialog, where you can export the selected visualization template to an AAR file on your local file system or the file system on a server. The AAR file can then be edited in JDeveloper. More
Actions menu	<p>Click to choose one of the following actions:</p> <ul style="list-style-type: none"> Edit Source to directly edit the source code of the visualization template on the Fragment tab. Editing the source code is not recommended unless you are making a minor edit. More Copy to create a copy of the selected visualization template. More This is the only way to create a new visualization template in WebCenter Portal. Once copied, you can download the template for customization in JDeveloper. Copy To Shared Assets to copy a visualization template to application-level shared assets for use by other portals. Show Properties to open the Show Properties dialog, where you can view information about the selected visualization template. More Edit Properties to open the Edit Properties dialog, where you can update properties for the selected visualization template. More Upload Icon to open the Upload Icon dialog, where you can upload an icon (150K or less in size) to represent the custom visualization template in the Define Data Visualization wizard on the Template page.

Element	Description
Filter	<p>Enter a full or partial search string then click  to refresh the list with all the visualization templates for which a match is found.</p> <p>Click  to clear the current search string and display all visualization templates.</p>
 Refresh	Click to refresh the list of visualization templates.
Available	<p>Select to indicate whether the visualization template is published or not. More</p> <ul style="list-style-type: none"> • A check mark (<input checked="" type="checkbox"/>) indicates that visualization template is published and available for others to use. • An empty check box (<input type="checkbox"/>) indicates that the visualization template is not yet published. Hidden visualization templates are not available in the Define Data Visualization wizard for selection.
Modified By	Displays the user name of the user who last edited the visualization template and the date and time at which the changes were made.
Actions	Click Edit to edit the visualization template. More

Related Topics

"Creating, Editing, and Managing Assets" in *Building Portals with Oracle WebCenter Portal*

"Working with Shared Assets" in *Building Portals with Oracle WebCenter Portal*

8








Online Help Topics for Portal Templates



Portal Templates

Use the Portal Templates page to manage every portal template in WebCenter Portal. From here, you can create new portal templates, delete unwanted templates, import or export templates, and publish or hide templates.

With the `Portal Templates: Create` permission can create, delete, rename, import, export or hide a portal template. Application specialists (or any user with the `Portal Templates: Manage All` permission) can publish a portal template.

More

Element	Description
 Create	Click to open the Create Portal Template dialog, where you can create a new portal template. More
 Import	Click to import one or more portal templates from a portal template archive (.par file). In the Import Portal Templates pane, specify the .par file you want to import. More
 Export	Click to export one or more selected portal templates. To select multiple templates, Ctrl+click all required rows. In the Export Portal Templates pane, set export options as required. More
 Actions	Select one or more portal templates and click  to perform any of the following actions on the selected templates:
About Portal Template	View information about the portal template. More
Rename Portal Template Display Name	Open the Rename Portal Template Display Name dialog, where you can give the selected template a new name and optional description. More
Set Template Access	Open the Set Template Access dialog, where you can grant access to the selected template. More
Make Public	Publish the selected templates to all users. More
Remove Public Access	Hide the selected templates from all users (except the template creator). More
Delete Portal Template	Permanently remove the selected portal templates from WebCenter Portal. You cannot delete built-in templates. More
Filter	Enter a full or partial search term, then click  to refresh the list with all portal templates for which a match is found in the name or description. To clear the current search string and display all portal templates, click  . More

Element	Description
 Refresh	Click to refresh the list of portal templates. Make sure that any prior search is cleared (click ), and no filter is specified in the filter panel.
Name	Displays portal template names and descriptions.
Public	Indicates whether the template is available to everyone (public) or available to the template owner only (private). More
Created By	Displays the name of the portal template creator, along with the creation date and time.

Export Portal Templates

Use the Export Portal Templates dialog to monitor the progress of your portal template export to a portal archive (.par file). More

Element	Description
Download	Click to save the export archive to your local file system. Your browser downloads and saves the archive locally. The actual download location depends on your browser setup.
Save to Server	Click to open the Save to Server dialog. Enter a Server Location (for example, /tmp), then click Save . Make sure that are write permissions on the specified server directory.


Related Topics

"Exporting Portal Templates" in *Building Portals with Oracle WebCenter Portal*

"Importing Portal Templates" in *Building Portals with Oracle WebCenter Portal*

Export Portal Templates Pane

Use the Export Portal Templates pane to export one or more portal templates to a portal archive (.par file). Use this facility to back up or share templates between WebCenter Portal installations, and stage or production environments. Out-of-the-box templates cannot be exported. More

Element	Description
Portal Template Name	Lists the portal templates selected for export. Click  to remove a template.
Portal Archive	Optionally, enter a new name for the archive (the file extension must be .par). The default file name contains a random number to ensure uniqueness: webcenter_number.par
Export	Click to export the selected portal templates. Portal templates archives can contain pages, documents, discussions, lists, and security information such as custom roles and member details. After the export is complete, you can download the archive to your local machine or save the archive to a server location. More

Related Topics

"Exporting Portal Templates" in *Building Portals with Oracle WebCenter Portal*

"Importing Portal Templates" in *Building Portals with Oracle WebCenter Portal*

Import Portal Templates

Use the Import Portal Templates dialog to monitor the progress of your portal template import from a portal archive (.par file). If a portal template already exists, then it is deleted and replaced. If a portal template does not exist, then it is created. More

Related Topics

"Importing Portal Templates" in *Building Portals with Oracle WebCenter Portal*

"Exporting Portal Templates" in *Building Portals with Oracle WebCenter Portal*

Import Portal Templates Pane

Use the Import Portal Templates pane to import one or more portal templates from a portal archive (.par file). If a portal template already exists, then it is deleted and replaced. If a portal template does not exist, then it is created. More

Newly imported portal templates are not immediately available for general use. You must publish the imported templates to make them available to everyone. How?

Element	Description
Look On My Computer	Select if the .par file is located on your local file system, then enter the file system location. Alternatively, click Browse to locate the directory on the local file system where the .par file is stored.
Look On WebCenter Portal Server	Select if the .par file is located on a server, and then enter the path, including the archive file name. For example, /tmp/MyPortalTemplateExport.par. This can be any shared location accessible from WebCenter Portal.
Browse Archive	Click to review the portal templates in the archive before import.
Import	Click to start the import process. Any content in the portal template archive will be included in the import. If you try to import a portal template that already exists, you must confirm whether you want to continue. To delete existing portal templates and replace them with imported versions, click Yes . Click No to cancel the import process.

Related Topics

"Importing Portal Templates" in *Building Portals with Oracle WebCenter Portal*

"Exporting Portal Templates" in *Building Portals with Oracle WebCenter Portal*

9

Online Help Topics for Favorites

Add To Favorites

Use the Add To Favorites dialog to add a link to a favorite web page or create a new favorites folder. The favorites and folders you add here appear on the **Favorites** menu and on the [Manage Favorites](#) page. You can link to pages within WebCenter Portal and to external sites. More

Element	Description
Name	Enter a favorite name to appear on the Favorites menu and the Manage Favorites page. The default value is the name of the current page.
Web Address	Enter the URL of the favorite Web page. For internal sites, you can use a relative address. The default value is the relative address of the current page. Note: You can get the URL of another application page by navigating to the page, selecting Add to Favorites from the Favorites menu, and copying the default Web Address. URLs that start with a slash (/) are the only URLs recognized as internal to WebCenter Portal. If you create a favorite to a WebCenter Portal page that does not start with a slash (/), but rather starts with <code>http://</code> , when you navigate to that page through your favorite, it will first show a message warning that you are leaving WebCenter Portal.
Create In	Select a folder to create the favorite in. The default value is the top-level Favorites folder.
Shared	Select to let other users find this favorite in their searches. Deselect to keep others from finding this favorite in their searches.
New Folder	Click to open the Create Folder dialog and create a new favorites folder. For more information, see Create Folder .

Add To Favorites

Use the Add to Favorites dialog to add a link to a favorite web site or page. The favorites you add here appear on the [Manage Favorites](#) page and on the **Favorites** menu.

If you want to place the new favorite in a folder other than the default **Favorites** folder, then before you add the favorite, select the target folder.

More

Element	Description
Name	Enter a favorite name to appear on the Favorites menu and the Manage Favorites page.

Element	Description
Web Address	<p>Enter the URL of the favorite Web page. For internal sites, you can use a relative address. The default value is the relative address of the current page.</p> <p>Note: You can get the URL of another application page by navigating to the page, selecting Add to Favorites from the Favorites menu, and copying the default Web Address.</p> <p>URLs that start with a slash (/) are the only URLs recognized as internal to WebCenter Portal. If you create a favorite to a WebCenter Portal page that does not start with a slash (/), but rather starts with <code>http://</code>, when you navigate to that page through your favorite, it will first show a message warning that you are leaving WebCenter Portal.</p>
Shared	<p>Select to let other users find this favorite in their searches.</p> <p>Deselect to keep others from finding this favorite in their searches.</p>

Create Folder

Use the Create Folder dialog to create folders for organizing your favorites. The folders you add here appear on the [Manage Favorites](#) page and on the **Favorites** menu.

If you want the new folder to be placed in a folder other than the default **Favorites** folder, then before you add it, select the target folder.

More

Element	Description
Name	Enter a folder name to appear on the Favorites menu and on the Manage Favorites page.

Edit Favorite

Use the Edit Favorite dialog to edit a favorite's properties. Features include a dropdown list of options for opening favorites, a field for associating an icon with the favorite, and edit access to the favorite display name and location. More

Element	Description
Name	Enter a favorite name to appear on the Favorites menu and the Manage Favorites page.
Location	<p>Enter the URL of the favorite Web page. For internal sites, you can use a relative address. The default value is the relative address of the current page.</p> <p>Note: You can get the URL of another application page by navigating to the page, selecting Add to Favorites from the Favorites menu, and copying the default Web Address.</p> <p>URLs that start with a slash (/) are the only URLs recognized as internal to WebCenter Portal. If you create a favorite to a WebCenter Portal page that does not start with a slash (/), but rather starts with <code>http://</code>, when you navigate to that page through your favorite, it will first show a message warning that you are leaving WebCenter Portal.</p>

Element	Description
Shared	Select to let other users find this favorite in their searches. Deselect to keep others from finding this favorite in their searches.
Open Behavior	Select a way to open the favorite: <ul style="list-style-type: none"> • New Window—Open the favorite in a new browser window. • Current Window—Replace the content in the current browser window with the content from the favorite.
Type	Shows the type of web address that is associated with the favorite. This is a read-only value determined by WebCenter Portal.
Icon	Enter the location of an icon to associate with the favorite. This property supports these various types of paths: <ul style="list-style-type: none"> • An absolute path to the image, such as: <code>http://oracleimg.com/admin/images/ocom/hp/oralogo_small.gif</code> • A path located relative to the source page, such as: <code>bullet.jpg</code> • A path relative to the application's context root, such as: <code>/images/error.png</code> • A path relative to the web server by application name, such as: <code>//adf-richclient-demo-context-root/images/error.png</code>
Created On	View the date the favorite was created (this is a read-only field).
Last Visited On	View the date you last visited the favorite via the favorite link (this is a read-only field).

Edit Folder

Use the Edit Folder dialog to edit a favorite folder's properties and associate an icon with the folder. More


















Element	Description
Name	Enter a folder name to appear on the Favorites menu and the Manage Favorites page.
Icon	Enter the location of an icon to associate with the folder. The Location field supports these various types of paths: <ul style="list-style-type: none"> • An absolute path to the image, such as: <code>http://oracleimg.com/admin/images/ocom/hp/oralogo_small.gif</code> • A path relative to the source page, such as: <code>bullet.jpg</code> • A path relative to the application's context root, such as: <code>/images/error.png</code> • A path relative to the web server by application name, such as: <code>//adf-richclient-demo-context-root/images/error.png</code>
Created On	View the date the favorite folder was created (this is a read-only field).

Manage Favorites

Use the Manage Favorites page to create, edit, delete, and organize your favorites. You can also use it to associate an icon with a favorite or a favorites folder.

The favorites and folders you create on the Manage Favorites page are available on the **Favorites** menu.

More

Element	Description
	<p>Click to add a folder to your Favorites list.</p> <p>Your new folder appears in the Manage Favorites page, on the Favorites menu, and on the folder dropdown list when you create a new favorite.</p> <p>Select a folder and click  to create a favorite within the folder. To add a subfolder within a folder, select the folder and click .</p>
	<p>Click to add a favorite to your Favorites list.</p> <p>Your new favorite appears in the Favorites menu. If you want the new favorite link to be placed in a folder other than the default Favorites folder, then, before you click , select the target folder.</p>
	<p>Select a favorite or folder, and then click to edit favorite or folder properties.</p>
	<p>Select a favorite or folder, and then click  to delete it.</p> <p>The deleted folder or favorite is removed from the Manage Favorites page and the Favorites menu.</p>
 	<p>Select a favorite or folder, and then click  or  to rearrange the position of the favorite or folder in the Favorites menu.</p> <p>Click to move a selected folder or favorite further up or down the list of folders and favorites. This also affects the order in which the favorite or folder appears on the Favorites menu.</p> <p>Note:  moves a folder only within its parent folder. To move a favorite or a folder out of its parent folder, drag and drop it to the desired location.</p>
	<p>Enter a search term, and then click  to locate a favorite or folder.</p> <p>Clear the field and click  again to remove the filter and restore all current favorites and folders to view.</p>
	<p>Click to refresh the list of favorites.</p>
Name	The display name of the favorite or folder.
Location	The web address of the favorite. Folders do not have locations.

10

Online Help Topics for Preferences

General Preferences

Use the General preferences page to configure your personal view of WebCenter Portal. Set your preferred language, date and time formats, time zone, and other application-wide preferences.

Element	Description
Language	Select a language/localization setting for the WebCenter Portal user interface (UI). Language covers translations of UI text, and locale covers usage preferences for a particular locale where that language is spoken. Such localizations include whether text is right- or left-justified, the format for monetary values, and other such locale-specific nuances. More
Time Format	Select a display default for time information in WebCenter Portal. This setting controls the format for showing time for the services that receive time data from WebCenter Portal preferences. (Some services provide their own time format defaults.) More
Date Format	Select a default format for date information in WebCenter Portal. This setting controls format for showing dates for the services that receive date data from WebCenter Portal preferences. (Some services provide their own date format defaults.) More
Time Zone	Select a time zone default. This setting helps to determine the time to show for time-stamped objects, such as uploaded and modified documents. More

Element	Description
Accessibility Settings	<p>Select an option to optimize the application user interface (UI) for use with a screen reader, to enable support of high-contrast colors, and to enable support for large fonts.</p> <p>Choose from:</p> <ul style="list-style-type: none"> • I use a screen reader—Specifically for the visually impaired, enables the use of screen reader software. • I use high contrast colors—Makes the WebCenter Portal UI compatible with operating systems and browsers with high-contrast features enabled. For example, in high-contrast mode, WebCenter Portal changes its use of background images and CSS styles to prevent the loss of visual information. <p>Note: High-contrast mode is more beneficial if used in conjunction with your browser or operating system's high-contrast mode. Also, some users may find that high-contrast mode works well with large-font mode.</p> <p>The color contrast of disabled actions—which are gray—against a white screen may be difficult to discern for some users. Because disabled actions are not selectable, this issue does not affect the use of WebCenter Portal.</p> <ul style="list-style-type: none"> • I use large fonts—Provides browser-zoom-friendly content. In default mode, most text and many containers have a fixed font size to provide a consistent and defined look. In large-font mode, text and containers are more scalable. This allows WebCenter Portal to be compatible with browsers that are set to larger font sizes and to work with browser-zoom capabilities. <p>Note: If you are not using large-font or browser-zoom capabilities, you should disable this setting. Also, some users may find that large-font mode works well with high-contrast mode.</p> <p>If you want to set options on Preferences pages, enable the screen reader option, click OK to exit the Preferences dialog, then re-open the Preferences dialog. The options on Preferences pages are redrawn as radio buttons, enabling the screen reader to detect and access them.</p> <p>More</p>
Application Skin	<p>Select a skin to apply to your view of WebCenter Portal.</p> <p>A skin change can affect current background colors and images, font colors and styles, icon images, and button shapes. More</p>

Related Topics

"Setting Your Personal Preferences" in *Using Portals in Oracle WebCenter Portal*

Password Preferences

Use the Password preferences page to change your WebCenter Portal password. The requirements for your password are driven by the identity store that manages WebCenter Portal users. Every ID store has its own password policy that enforces rules such as password length, allowable characters, history, and so on. If you have issues setting a new password, contact your administrator for the password requirements and restrictions of your ID store. More

Element	Description
Old Password	Enter the password you currently use.
New Password	Enter the password you want to use.
Confirm New Password	Reenter the new password.

Related Topics

"Setting Your Personal Preferences" in *Using Portals in Oracle WebCenter Portal*

[My Accounts Preferences](#)

My Accounts Preferences

Use the My Accounts preferences page to manage login information for the external applications that are registered with WebCenter Portal. Select an application in the left pane to view and revise its account details in the right pane. Account details include your login for a given account and may include additional information.

Account information requirements differ from application to application. The following table provides a general selection of the types of fields and menus on a given account that may require a value. It is not definitive. Additional fields are determined by the external application definition.

More

Element	Description
User Name	Enter the user name you use to access the selected application.
Password	Enter the password you use to access the selected application.
Account	<p>Enter the user's Session Initialization Protocol (SIP) account ID for the selected application.</p> <p>For example, with Oracle Communication and Mobility Server (OCMS) a user's SIP account ID takes the form:</p> <p><code>my.name@ukp16267.uk.oracle.com</code></p> <p>SIP defines the communication protocol used by OCMS and Microsoft's Live Communication Server (LCS).</p>
Email Address	Enter your email account address, for example, <code>joe.smith@mycompany.com</code>
Your Name	Enter a display name to associate with your activity in the selected application.
Reply-To Address	Enter the email account to receive replies to correspondence you sent from the selected application.
Remember My Login Information	<p>Select to indicate that WebCenter Portal should remember this account information and automatically log you in to the account the next time you log in to WebCenter Portal.</p> <p>Clear this check box to use the login information you specify here only for the current user session.</p>

Related Topics

"Setting Your Personal Preferences" in *Using Portals in Oracle WebCenter Portal*

[Password Preferences](#)

Messaging Preferences

Use the Messaging preferences page to specify how you want Notifications messages delivered to you. Use Messaging preferences to configure messaging channels and define messaging filters for messages generated from the Oracle User Messaging Service:

- Messaging channels are the channels over which messages, notifications, and alerts are received from the Oracle User Messaging Service. Channels include mail and text. Messages, notifications, and alerts come from the services that are registered with the Oracle User Messaging Service.
- Messaging filters define sorting conditions for messages and specify the channels through which to send the messages that meet the conditions. For example, you can specify that messages from a named *user* should come to you as a text, while messages from a named *service* come to you as an email.

Messages, alerts, and notifications are sent to the Oracle User Messaging Service, which applies messaging filters, which in turn specify how messages, alerts, and notifications should be routed (through mail or as text).

To view the messaging tabs, click the **Manage Configuration** button and enter your login credentials to the server.

Note:

- The Manage Configuration button is available when a BPEL server is configured with WebCenter Portal. If a BPEL server is not present, the button is grayed out, and mail, the default messaging channel, is used for notifications.
- In environments where more than one BPEL connection is registered, the messaging preferences repository is shared by all. When you set messaging preferences for one BPEL connection, you set them for all.


- [Available Channels](#)—Configure the channels (mail and text) over which to receive your notifications and alerts.
- [Messaging Filters](#)—Define rules for filtering your notifications and alerts and, according to those rules, send notifications and alerts over selected channels.

More

Available Channels

Creating a channel is a way of registering the address you use for a particular channel with the Oracle User Messaging Service. For example, use it to provide your mail address or your SMS ID to the server.

Once created, you can put a channel to use when you set up [Messaging Filters](#).

Element	Description
View	<p>Choose your view of the Messaging Channels tab:</p> <ul style="list-style-type: none"> • Columns—Opens a submenu with options for showing or hiding columns. Select Show All to display all columns. Use Manage Columns to show or hide and control the display order of table columns. • Sort—Sets the table sort order according to the selected column name. • Reorder Columns—Sets the display order of selected columns. <p>Click to open the Create Channel dialog and configure a new messaging channel for your notifications and alerts.</p>
	<p>Enter a name, for example, <i>My Work EMail</i>. From the Type list, select the delivery type for the communication channel. Enter the number or address appropriate to the communication type. For example, if you selected <i>E-Mail</i> from the Type list, enter an e-mail address. If needed, click Default to designate this communication channel as the default route for incoming messages. Click OK to complete the communication channel.</p>
Modify	<p>Select a channel row, and click the Modify icon to open the Modify Channel dialog. In the dialog, revise the channel's delivery type, address, and default status. The fields, lists, and buttons in the Modify Channel dialog are the same as provided in the Create Channel dialog. Click OK to complete the modification.</p>
Delete	<p>Select a channel row, and click the Delete icon to permanently remove your selection from the list.</p>
Set/Unset Default	<p>Select a channel row, and click the icon to toggle between selecting or deselecting it as the default messaging channel.</p>

Create Channel

Element	Description
Name	<p>Enter a display name for the messaging channel.</p> <p>Consider providing a name that clearly describes the type of messaging channel you are adding, for example, <i>My EMail</i>.</p>
Type	<p>Select the type of delivery channel to be used.</p> <p>For example, select <i>EMAIL</i> for your personal email account. The types of channels that appear on this list depend on the types of services integrated with the Oracle User Messaging Service.</p>
Address	<p>Enter an address for the selected channel type.</p> <p>For example, if <i>EMAIL</i> is the selected type, enter your email address.</p>
Default	<p>Select to indicate that the channel you are adding should be the default channel over which to send messages, notifications, and alerts</p>

Messaging Filters

Creating a filter is a way of defining the conditions (such as a particular date, time, status, order type, and the like) that identify a group of messages, alerts, and notifications, and then selecting the delivery channel for the messages, notifications, and alerts that fit within that group.

Element	Description
View	<p>Choose your view of the Messaging Filters tab:</p> <ul style="list-style-type: none"> • Columns—Opens a submenu with options for showing or hiding columns. Select Show All to display all columns. Select or deselect individual columns to show or hide them. • Sort—Toggles between full-screen mode (Detach) and tab mode (Attach). • Reorder Columns—Sets the display order of selected columns.
Create	Click to open a page where you can define the rules for a new filter.
Edit	Click to open the filter definition page for the selected filter. The fields, lists, and buttons on the filter definition page are the same for both editing and creating a filter.
Delete	Click to permanently remove a filter from the filter definition page.
Detach/Attach	Click to toggle between full-screen mode (Detach) and tab mode (Attach).

Create Filter

Element	Description
Filter Name	Enter a display name for the filter.
Description	<p>Enter a description for the filter.</p> <p>Consider providing a short description of the specific purpose of this filter.</p>
Matching	<p>Choose whether all or any specified conditions must be met:</p> <ul style="list-style-type: none"> • All of the following conditions—All of the conditions you specify under Add Filter Condition must be met for this filter to take effect. • Any of the following conditions—Any one or more of the conditions you specify under Add Filter Condition can be met for this filter to take effect.
Add Filter Condition	<p>Define a filter condition:</p> <ul style="list-style-type: none"> • Select the type of attribute to consider when applying the condition. For example, if you select the Status attribute, you can specify a condition on all notifications concerning high-status tasks. • Select a comparison operator for specifying the relationship between the selected attribute and the value you enter in the final Add Filter Condition field. For example, if you select the Status attribute you can specify that the final value isEqual to <i>High</i>. • Select or enter a conditional value for the selected attribute, for example, <i>High</i>, <i>1/31/2011</i>, or <i>Ben Williams</i>. <p>A filter can have one or multiple conditions. To add a new condition, click the Click to add a new filter condition icon.</p> <p>Next to each condition is a Click to delete this condition icon. Click this icon to permanently remove the condition from the filter.</p>
List of filter conditions	Lists the defined filter conditions.

Element	Description
Messaging Option	<p>Choose options for sending or blocking messages, notifications, and alerts:</p> <ul style="list-style-type: none"> • Send No Messages—Do not send any messages that meet the filtering conditions. This is a blocking filter. • Send Messages to all Selected Channels—Send all messages that meet the filtering conditions through all specified channels. Channels are specified through the Add Notification Channel setting, described below. • Send to the First Available Channel—Send all messages that meet the filtering conditions through the first available messaging channel. Channels are specified through the Add Notification Channel setting, described below.
Add Notification Channel	<p>Select one or more messaging channels (defined on the Available Channels tab) through which to transmit notifications, messages, and alerts that meet the conditions defined for this filter.</p> <p>Click the Click to add channel to this filter icon after each selection. Use the Move and Delete icons in a particular channel row to reposition the channel on the list or to permanently remove the channel from the list. When the server is determining which channel(s) to use to transmit messages, the first channel listed is the first considered.</p>
List of messaging options	Lists the selected messaging options.

Related Topics

"Setting Your Personal Preferences" in *Using Portals in Oracle WebCenter Portal*

People Connections Preferences

Use the People Connections preferences page to set your personal preferences for People Connections features.

Configuration settings for People Connections start with application-wide settings. Setting default values on the Preferences page affects just your view of People Connections features. There are a few other levels at which these values are set, and these setting levels are subject to an order of precedence:

- Administrative settings affect all users' views of People Connections features.
- Preferences settings affect the view of the user who set them, and they override administrative settings.
- Settings on a particular task flow affect just that task flow instance, and they override Preference settings:
 - Values set in page edit mode (application customization) affect all users' views of that task flow instance.
 - Values set in page view mode (user customization) affect only that user's view of that task flow instance, and they override application-level customizations.

Use People Connections Preferences to specify your preferences for the following features:

- [Activity Stream](#)

- [Connections](#)
- [Profile](#)
- [Message Board](#)
- [Feedback](#)

Activity Stream

The **Activity Stream** tab is for setting up your view of the Activity Stream and selecting who can view your activities. [More](#)

Element	Description
People	<p>Select whose activities are streamed in your view of the Activity Stream:</p> <ul style="list-style-type: none"> • Only Me—Stream only my activities. • Me and My Connections—Stream activities only from me and my connections. • No Personal—Omit all activities from the Home Portal. • Selected Connection Lists—Stream only those activities coming from the selected connections lists. If you select this option, a list of all available connections appears. Select the connections whose activities you want to see.
Portals	<p>Select whether to include streamed activities from portals other than the Home Portal:</p> <ul style="list-style-type: none"> • All Portals—Stream activities from all available portals. • My Portals—Stream activities from the portals of which you are a member. • No Portals—Do not stream any activities from portals other the Home Portal.
Tools and Service Categories	<p>Select a service check box to stream its activities in your view of the Activity Stream. Only those activities performed by the people selected under the People option are streamed for the selected service.</p> <p>The activities of unselected services are still tracked, but they do not appear in the Activity Stream. If you select to show the any unselected service activities at some later point, all of the activities that occurred when the service was not selected now appear in the Activity Stream.</p>
Privacy	<p>Select who can view your activities in their Activity Streams:</p> <p>Allow All My Activities To Be Viewed By</p> <ul style="list-style-type: none"> • Everyone—Any user, whether logged in or not, can view your activities. • Authenticated Users—Users who have logged in can view your activities. • My Connections—Only your connections can view your activities. • Myself—Only you can view your activities.

Connections

The **Connections** tab provides controls for specifying who can view your connection information and whether to accept connection invitations automatically. [More](#)

Element	Description
Grant View Access to	Select the default class of users to grant view access to your connections: <ul style="list-style-type: none"> • Everyone—All users, including users who are not logged in, can view your connections. • Authenticated Users—Only users who are logged in can view your connections. • User's Connections—Only users you have accepted as your Connections can view your connections. • User Only—Only you can view your connections.
Accept Invitations Automatically	Select to accept all connection invitations automatically, or clear to require that you explicitly accept a connection invitation.

Profile

The **Profile** tab is for setting up who can view the different sections of your profile.
More

Tip:

The WebCenter Portal identity store provides most personal profile data. Conversely, the profile photo, status message, and expertise description are stored in the WebCenter schema.

Element	Description
Summary	Your administrator sets the access value for the Summary section. You cannot override it.
Employee	Select which class of users can view the Employee section of your profile: <ul style="list-style-type: none"> • Everyone—All users, including users who are not logged in • Authenticated Users—Only users who are logged in • User's Connections—Only users you have accepted as your Connections • User Only—Only you
Business Contact	Select who can view the Business Contact section of your profile: <ul style="list-style-type: none"> • Everyone—All users, including users who are not logged in • Authenticated Users—Only users who are logged in • User's Connections—Only users you have accepted as your Connections • User Only—Only you
Personal Information	Select who can view the Personal Information section of your profile: <ul style="list-style-type: none"> • Everyone—All users, including users who are not logged in • Authenticated Users—Only users who are logged in • User's Connections—Only users you have accepted as your Connections • User Only—Only you

Message Board

The **Message Board** tab is for setting up who can view and post to your Message Board. More

Element	Description
Grant View Access to	Select who can view your Message Board: <ul style="list-style-type: none"> • Everyone—All users, whether logged in or not • Authenticated Users—Only users who are logged in • User's Connections—Only users you have accepted as your Connections • User Only—Only you
Grant Post Access to	Select who can post messages to your Message Board: <ul style="list-style-type: none"> • Everyone—All users, whether logged in or not • Authenticated Users—Only users who are logged in • User's Connections—Only users you have accepted as your Connections • User Only—Only you

Feedback

The **Feedback** tab is for setting up who can view and post feedback about you. More

Element	Description
Grant View Access to	Select who can view feedback given to you: <ul style="list-style-type: none"> • Everyone—All users, whether logged in or not • Authenticated Users—Only users who are logged in • User's Connections—Only users you have accepted as your Connections • User Only—Only you
Grant Post Access to	Select who can provide feedback to you: <ul style="list-style-type: none"> • Everyone—All users, whether logged in or not • Authenticated Users—Only users who are logged in • User's Connections—Only users you have accepted as your Connections • User Only—Only you
Grant View Feedback Given Access to	Select who can see the View menu to switch between Feedback Given and Feedback Received: <ul style="list-style-type: none"> • Everyone—All users, whether logged in or not • Authenticated Users—Only users who are logged in • User's Connections—Only users you have accepted as your Connections • User Only—Only you

Related Topics

"Setting Your Personal Preferences" in *Using Portals in Oracle WebCenter Portal*

Presence Preferences

If WebCenter Portal's presence is not available (for example, if your enterprise uses a Jabber/XMPP presence server or has federated presence servers with users distributed across identity management systems), you can connect to a public network presence service.

Out-of-the-box, WebCenter Portal supports Yahoo! Messenger on network presence. However, the network presence model can be extended to include other providers, such as ICQ. To do so, your administrator must build a presence network agent (PNA) that understands how to process each user's presence from a certain URL.

To enable network presence:

1. Enter your **IM Address**, for example for Yahoo! Messenger.
2. Enter your **Display Name**.
3. Click **Save** to save your change and exit the Preferences dialog.

To revert to your enterprise presence, when you are back on your network, simply remove this information from Preferences - Presence.


Related Topics

"Identifying Your Preferred Instant Messaging Provider" in *Using Portals in Oracle WebCenter Portal*

Impersonation Preferences

WebCenter Portal Impersonation lets an administrator assign impersonation rights to a group of users ("impersonators"), such as support representatives or application administrators, so that they can impersonate another WebCenter Portal user and perform operations as that user.

The Impersonation preferences page provides controls for identifying who can impersonate you in WebCenter Portal and whom you can impersonate. More

Element	Description
Users who can impersonate me	
User	Type the names of the users whom you want to allow to impersonate you. You can instead search for users by clicking  .
Valid	Select how long to allow the user to impersonate you: <ul style="list-style-type: none"> • For next 1 hour—Allows impersonation for 1 hour after it is granted. • Today—Allows impersonation for today only. • For a specific time period—Allows impersonation during a specified time period. If you select this option, you must also specify a Start Time and End Time.
Add	Click to grant the selected user impersonation rights for the specified time.
Name	Displays the name of the user allowed to impersonate you.
Starting	Displays the time impersonation rights were granted.
Ending	Displays the time when impersonation rights will end.
Actions	You can perform the following actions: <ul style="list-style-type: none"> • Edit—Click to change the start or end time for the impersonation grant. • Revoke—Click to immediately end the impersonation grant.
Users who I can impersonate	
Name	Displays the name of the user you can impersonate.
Starting	Displays the time impersonation rights were granted.

Element	Description
Ending	Displays the time when impersonation rights will end.
Actions	You can perform the following action: <ul style="list-style-type: none"> • Switch User—Click to impersonate the specified user and perform actions in the portal on the user's behalf.

Related Topics

"Setting Your Personal Preferences" in *Using Portals in Oracle WebCenter Portal*

Subscriptions Preferences

Use the Subscriptions preferences page to identify the types of application activities that will trigger a notification and for managing current subscriptions.

Note:

Specify the channel over which to receive notification using the [Messaging Preferences](#). If you cannot access Messaging Preferences, it means your application is configured to use mail, which is the default channel.

The Subscriptions preferences page is divided into two tabs:

- [General Subscriptions](#)
- [Current Subscriptions](#)

General Subscriptions

Use the options on the **General Subscriptions** tab to set up your personal application-level subscriptions. Your selections here define the types of application-level activities that trigger a notification. For example, you can use these controls to trigger a notification whenever you are added as a member of a portal. Notifications are sent over the channels you specify through the [Messaging Preferences](#).


The options that appear on the **General Subscriptions** tab are controlled by your administrator. The administrator determines whether an option appears, the option's default value, and whether you are authorized to change that default. Consequently, the options described here may differ from the ones you see on the **General Subscriptions** tab. More

Element	Triggers a Notification Through Your Selected Messaging Channel When
Connections	<ul style="list-style-type: none"> • A user sends you an invitation to connect
Feedback	<ul style="list-style-type: none"> • A user posts feedback for you
Message Board	<ul style="list-style-type: none"> • A user posts a message to your Message Board • A user likes your Message Board post • A user comments on your Message Board post

Element	Triggers a Notification Through Your Selected Messaging Channel When
Portal Management	<ul style="list-style-type: none"> Your portal role changes, for example, from a custom role to <i>Portal Manager</i> You are added as a member of a portal Your portal membership is removed

Current Subscriptions

Use the options on the **Current Subscriptions** tab to view and manage your portal- and object-level subscriptions. [More](#)

Element	Description
Unsubscribe	Click to stop receiving notification about activities related to the selected portal- or object-level subscription.
Filter	Enter text to search for a particular subscription, then click  to find the subscriptions.
Portal Name	The name of the subscribed portal or the portal that contains the subscribed object. The Home Portal is listed as <code>defaultScope</code> .
Service	The service that provides the subscribed object.
Resource Type	The type of object being tracked, such as a discussion topic.
Resource Name	The tracked object. Where possible, this is linked to the subscribed object, and you can click it to navigate to the object.
Created On	The date and time the subscription was made

Related Topics

"Subscribing to the Application, to Portals, and to Objects" in *Using Portals in Oracle WebCenter Portal*

Search Preferences

The Search preferences page provides controls for specifying the WebCenter Portal services to include in searches. It also provides controls for configuring the display of search results.

Set service and display preferences for individual Search views on the views themselves.

Note:

The Documents service also provides a search mechanism that focuses solely on document searches. [More](#)

Nonetheless, an application-level search can also return results from the Documents service if you configure it to do so.

[More](#)

Services

Element	Description
Available Services	<p>All of the services available for including in searches</p> <p>Your administrator makes services available to WebCenter Portal. By default, all enabled services are selected to be searched. You can disable any service from which you do not want to see search results.</p> <p>Note: When Elasticsearch server is configured in WebCenter Portal, the Elasticsearch service cannot be deselected, and services that do not support Elasticsearch search (such as Notes) are not listed.</p> <p>Select one or more services and move them to the Selected Services list to include the selected services' content in searches.</p>
Move Icons	Click to move selections between the Available Services list and the Selected Services list:
Selected Services	The services to include in searches.
Rearrange Icons	Click to rearrange the display order for services in search results.

Related Topics

"Setting Your Personal Preferences" in *Using Portals in Oracle WebCenter Portal*

Mail Preferences

Use the Mail preferences page to set up the mail server connection you will use to *view* mail through WebCenter Portal and for selecting the mail application you will use to *send* mail through WebCenter Portal. More

Element	Description
Connection	<p>A dropdown list for selecting the mail connection to use for viewing mail in WebCenter Portal.</p> <p>The options on this list reflect the connections your administrator made available to WebCenter Portal. The No Preference option uses your system-level active mail connection.</p> <p>After you select a connection, complete the action by clicking Save, logging out of WebCenter Portal, and logging on again. Additionally, if your login credentials to this connection are not already in the WebCenter Portal credential store, then you must log on to it, either through the My Accounts Preferences or through a Mail view.</p>
Default Mail Client for Send Mail	<p>Options for identifying the mail application to open when you send mail through WebCenter Portal:</p> <ul style="list-style-type: none"> • Local Mail Client—Select to use the local mail client you normally use, such as Microsoft Outlook or Mozilla Thunderbird, to open a compose-message window. • WebCenter Portal's Mail Service—Select to use WebCenter Portal's Mail service to open a compose-message window. <p>Note: With the Internet Explorer browser, Send Mail notifications are garbled for many non-English languages. As a workaround, configure the Send Mail feature to use WebCenter Portal's Mail Service instead of your local mail client.</p>

Related Topics

"Selecting Your Preferred Mail Connection" in *Using Portals in Oracle WebCenter Portal*