

Users guide

The content management system cmsWorks stores data in documents, which are organized in a folder structure. The folder and document names usually correspond to the URLs of the websites filled with the content of these documents.

Users create documents and establish relationships between documents. They change document contents, writing head lines, texts, lists, tables, uploading images and other media and checking the results in a preview of the generated content (i.e. a HTML web page). Then, after approval the changes can be published so that they are accessible online immediately.

With a version management the content of documents can be compared to previous published versions.

The individual fields of a document are defined in document types. In the document type management, document types can be created and adapted for various purposes. The content-related, organizational or administrative document types can be individually equipped with properties of different types in an appropriate order.

Users can be created, changed or deactivated and they can be assigned to user groups, which define different roles in the system and therefore assign different privileges.

Several tools enable the search for documents and document relationships using various search criteria. Even the automated creation of content via a scripting engine is supported.

This users guide of cmsWorks gives you an overview of how to manage contents, users and workflows within cmsWorks.

Chapter overview

This users manual contains five main chapters:

- At first the login screen and to the dialogs that help to manage user data is introduced.
- The next chapter deals with the "content" explaining as how to create, find, change and publish this very content.
- Some extra tools enable a faster access to the content, that is described in [this chapter](#).
- The administration dialogues allow to structure contents or manage users and their privileges.
- The last chapter is a collection of cheat sheets and common best practice examples which come in very handy when advancing by using cmsWorks.

Who should read this manual

- Editors writing contents and composing them for publication
- Administrators who are defining the structures to meet the requirements
- User - administrators creating and managing user accounts and handling user privileges
- Developers creating the presentation of the data in websites (or an other output format) or creating ContentScripts to automate and ease the use for editors

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1 Login and Settings

The first thing to start with cmsWorks is to login to the cmsWorks editors desktop. Note: For security reasons you should, after login, change your password and check the user settings.

To do so you will need the URL to your cmsWorks installation, your login and password (which will be provided by your administrator).



The cmsWorks login screen

1.1 Login and Desktop

The cmsWorks desktop works on all modern internet browsers. Recommended is using the latest versions of Google Chrome or Mozilla Firefox.

Login Screen

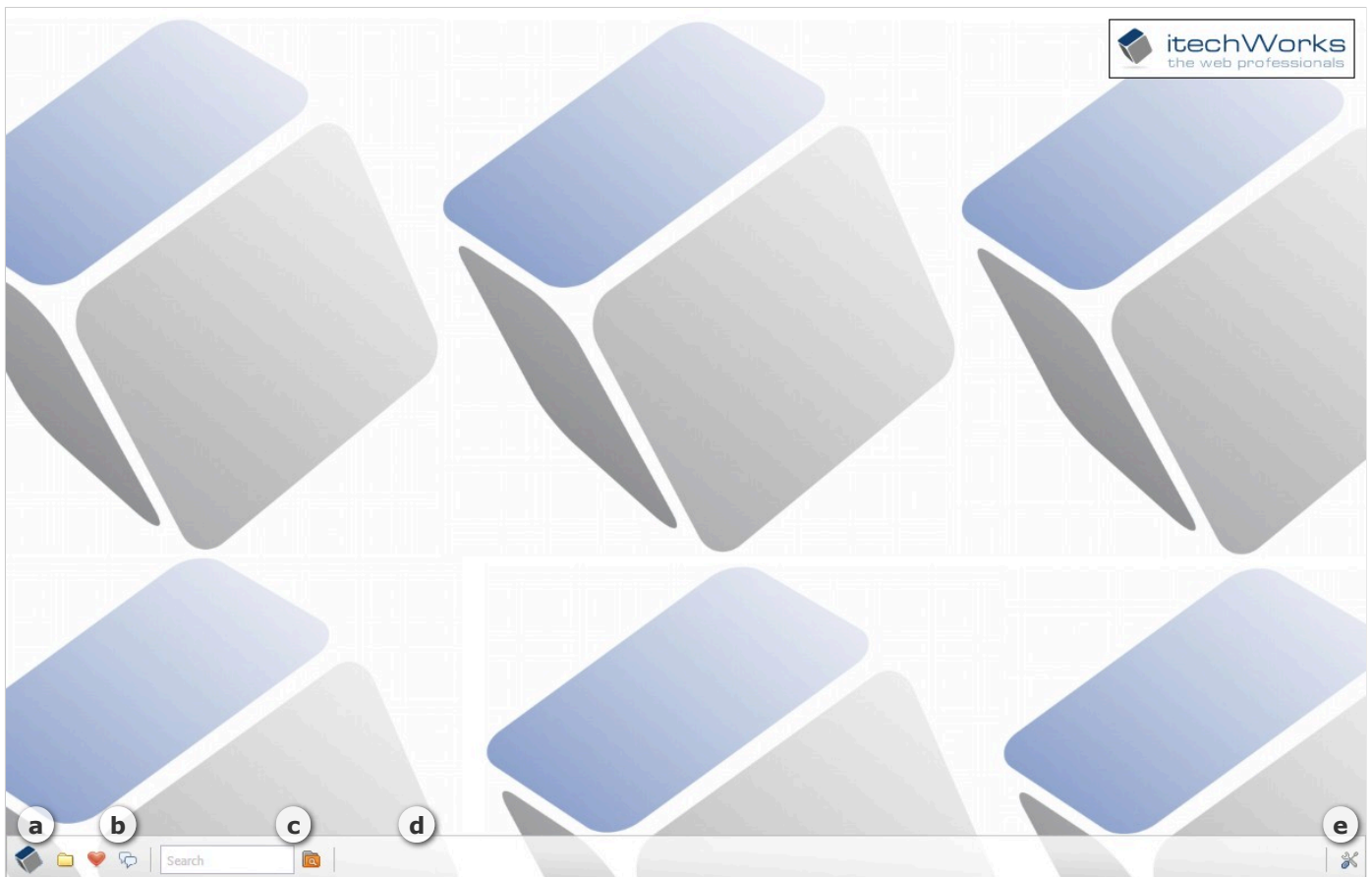
To access the cmsWorks desktop a user account is needed. After calling the URL your administrator provided the login screen appears and you are ready to login with your user/password.



The cmsWorks login screen

cmsWorks editors desktop

On the first login the editors desktop looks vastly empty.



The cmsWorks editors desktop with the following components: (a) Main menu, (b) Quick launch icons, (c) Search field, (d) Open windows, (e) Workbook

The cmsWorks editors desktop functions work very similar to best known operating system desktop functions: Windows of various types can be opened and arranged at the desktop:

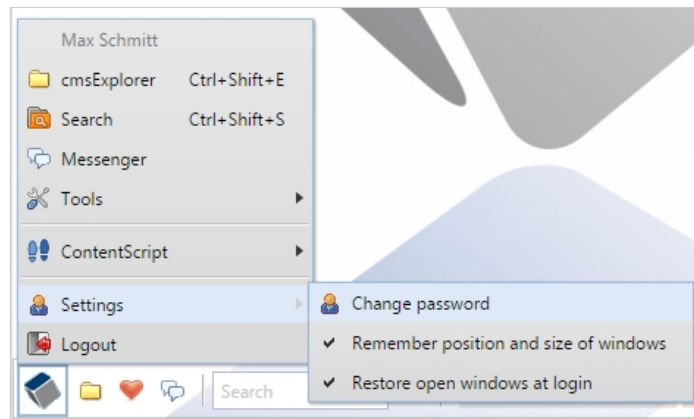
- The main menu **(a)** gives access to all window types and also shows all shortcuts.
- The quick launch icons **(b)** provide quick access to the most important window types used by an editor.
- The search field **(c)** of the task bar is always visible and accessible.
- Every open window is represented in the taskbar **(d)** giving access to window handling.
- The workbook access icon **(e)** toggles the workbook features presented as a sidebar.

And, by the way: The background picture and logo is customizable for every cmsWorks installation (by your administrator).

1.2 Change password

Every user needs a login for the cmsWorks editors desktop. The administrator initially creates this very user account and sets a password for your first login.

For security reasons the first thing you should do is to change the password after the first login, this can be done using the main menu:



Main menu -> Settings -> Change password

 A screenshot of a 'Change password' dialog box. It has three input fields: 'Current password*', 'New password*', and 'Repeat password*'. Each field contains a series of dots representing masked text. There are 'OK' and 'Cancel' buttons at the bottom right.

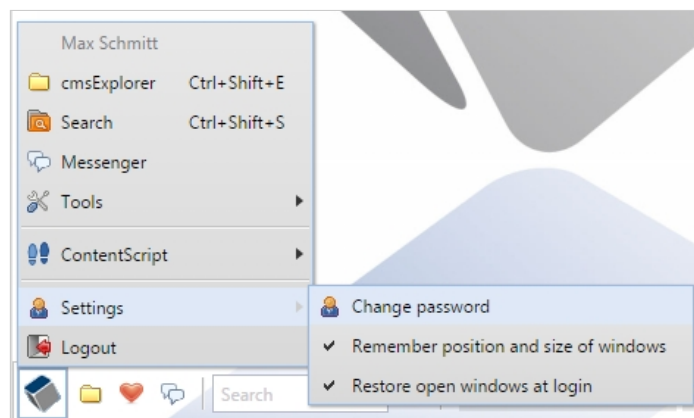
Put in the current password and a new one. Repeat the new password to avoid typing errors.



In case you lost your password, your administrator can set a new one. After that you should change it again, like you did the first time.

1.3 Settings

You can access the settings within the main menu selecting the menu item [Settings](#).



Main menu -> Settings

When working with the cmsWorks editors desktop windows are opened and adjusted in position and size. If those adjustments should be remembered and reused check the option [Remember size and position of windows](#).

If the opened windows shall be reopened on the next login check the option [Restore open windows at login](#).

2 Folder, documents and content

Content in cmsWorks is stored in documents. Documents in cmsWorks have different fields called "properties" of specialized types, i.e. "text", "dates", "integers" or so called "floating texts" (text with markup like 'bold' or 'italic' etc.).

Documents are organized in a folder's hierarchy (similar i.e. to a file system). The structure of folders and document names will then define the URL structure for contents on the website.

The following chapters will explain the handling of the cmsWorks cmsExplorer, including the folder structures and the document windows.

cmsWorks cmsExplorer

This chapter shows how content within cmsWorks is created, changed, found or deleted. The contents are typed into documents (which are stored in a folder structure). The cmsExplorer is the basic tool to navigate and manage your content.

Inserting content into documents

To insert content into a "document" you simply have to open a [document window](#): All available actions with a document are explained in this chapter.

Input field types

A document basically is a collection of fields defining that document (type). In that chapter the handling and specialties of every input field type is introduced.

Links to other documents

Documents mostly have links to other documents. Reasons, possibilities and effects are explained within this [chapter](#).

The publication

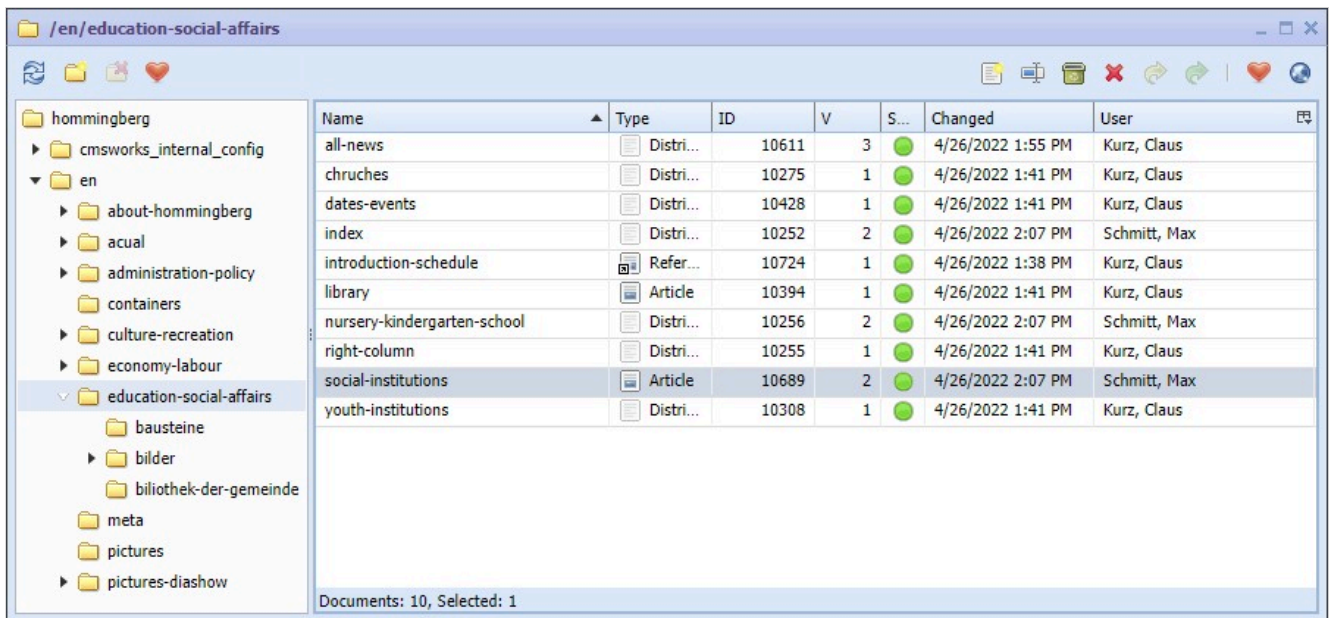
Once you created the content it has to be published so that an online generator can use the content online. Effects and conditions for a successful publication shows this [chapter](#).

2.1 cmsExplorer

The cmsExplorer shows folders and documents and therefore is basic tool to create, change and to navigate through the content structure.

The cmsExplorer opens with one of the following actions:

- Main menu -> cmsExplorer
- With the icon from the task bar 
- With the shortcut **Ctrl**+**Shift**+**E**.



cmsExplorer - The tree of folders and the actions toolbar on the left. Documents of the selected folder and document action toolbar on the right.

Folders can be created, changed, moved or deleted within the cmsExplorer. By selecting a folder, the documents of this folder are loaded and shown on the right. These documents (or new ones) can be created, opened, renamed, deleted, copied, moved, approved and published. Multiple cmsExplorer windows can be opened.

Folder

The folder tree is used to manage documents and to arrange them for various reasons. The structure usually is used as path for URLs. That is why there are rules for folder names out-of-the-box (i.e. always use lower cases, don't use white spaces or special characters). But again, it is possible to adjust these rules on the administration level.

The actions on folders can be executed by the action buttons above the folder tree, from a context menu by right-clicking on the folder or simply by using shortcuts: Click on the folder to select it. Use the arrow keys on the keyboard to change the folder.

The **Tab** key will switch the focus from the folder tree to the document list and vice versa.

After opening a new cmsExplorer window the folder tree is focused. Now the folders can also be selected by typing the leading characters.

With a selected folder the following actions are available:

	Alt+N New folder	Creates a new sub folder
	F2 Rename folder	
	Entf Delete folder	Removes the folder only if no subfolders and documents are left
	Ctrl+C Copy	Copy the folder into clipboard
	Ctrl+X Cut	"Cut" the folder from its origin place and prepare a folder-move
	Ctrl+V Insert	Move a formerly cut folder or insert/move documents from clipboard
	Favor	Remember this folder in the Favorites

Actions on folders in the cmsExplorer window



The visibility of folders can be managed by the privilege management. That is why some folders are not visible or some actions like rename, create or delete are not active if your privileges do not allow to do so on such folders.

Documents

On the right of the cmsExplorer window the documents of the selected folder are listed in a table view. The following information about the documents are shown:

- Name
- Document type
- ID the unique number identifying this document
- Number of the current Version
- State
- Last changed (time)
- User of the latest change

The following states are possible:

-  - published - an online generator uses this version of the document
-  - approved - the document is ready to be published
-  - edited - the document was changed but is still not approved for publication
-  - editing - a user is working on this document right now



The presentation of documents is table like. Klicking on the header of a column will order the list of documents by the so-klicked attribute. This is sometimes useful for finding the latest changed document or to find the user who recently changed a document.

The actions on documents can be executed by the action buttons above the document list or from a context menu (and even by using the appropriate shortcuts).

And in case the document panel is selected: Selecting a document may be by clicking on the very document or using the arrow keys on the keyboard. A document then is opened with a double click on it or, in case the document is focused, by pressing **Enter**.

If you want to select multiple documents use

- **Ctrl** + **Click** - to add or remove single documents of a selection
- **Shift** + **Click** - to expand the list of already selected documents (i.e. klick the third, then the fifth document to select the three documents)
- **Ctrl** + **A** - to select all documents

With the selected documents the following (icon click / shortcuts) actions are available:

	Enter	Open	Open the document window or put the already opened document window up front
		Favor	Add the document to the users favorites
		cmsExplorer	Open a new cmsExplorer window selecting the document
		Preview	Open a new browser window with the preview of the website
	Alt + N	New document	Create a new document
	F2	Rename	Rename the document
	Del	Delete latest version	Delete the latest version and activate the version before
	Alt + Del	Destroy	Delete all versions
	Ctrl + C	Copy	Copy the document into the clipboard
	Ctrl + X	Cut	Prepare a move to another folder
	Ctrl + V	Paste	Move or copy the document from clipboard
		Approve	Approve the document for publication
		Publish	Publish the document and maybe all approved referenced documents



When creating a new document a new unique document ID is used. You have to pick the document type which cannot be changed afterwards.

Drag & Drop

The cmsExplorer supports "Drag & Drop". As example, select a folder with a mouse click and drag it into another folder to move the folder and all its contents, meaning to move all subfolders and all documents within (you will have to commit this action on the upcoming dialog).

Drag a single document (or a selection of documents) to move these documents to a target folder.

If you press **Ctrl** or **Strg** before dropping the mouse, the cursor shows a "+→" which means a change from "moving this document" to "make a copy of this document" in the destination folder.

You may even drag and drop selected documents / folders between two open cmsWorks-windows at all.

2.2 Document window

A document is based on a document type that defines the purpose of the document and comes with a set of input fields where the content is stored.

For instance an article document contains a field for the article text but a slideshow document needs also a field listing the pictures of that very slideshow.

When creating a new document in a folder, the document has to have a unique name and, at first, the document type has to be selected first. In case a document was created this way the document type cannot be altered afterwards. Every document gets a unique cmsWorks-ID.

With the action [Open document](#) by right-clicking on it (or doubleclicking on the document) the document window appears showing the toolbar with document actions, a document information block and the field contents of the document.

The screenshot shows the 'clean-lake-campaign' document window. The title bar indicates the path: /en/acual/education-social-affairs/2204. The document is of type 'Article' and has ID 10469, Version 4, last changed on Apr 27, 2022 at 8:47 AM by Schmitt, Max.

The document information block includes the following fields:

- Type: Standard
- Category: /en/Education & Social affairs/News
- Keywords: Litter, Garbage, Clean lake, Neptun Middle School
- Author: Max Schmitt
- Date: 4/27/2022 08:28
- Title: "Clean lake" campaign

The 'Picture' section displays a table of associated media:

Name	Type	ID	V	S...	Changed	User	Path
lovely-bird-house-campaign	Medi...	10739	2		4/27/2022 8:41 AM	Schmitt, Max	/en/acual/education-social...

Below the table, it states 'Documents: 1, Selected: 1'.

The 'Abstract' section shows the word and character counts: Words: 15, Chars: 81/88. The abstract text is: '50 pupils of Neptun Middle School collected over 150 kilos of waste on the banks.'

A document window of document type article where the document is in state "Edited". The input fields are read only.

The document info block contains:

- An icon showing the state of the document
- The document type name
- The path of the document
- The document ID
- The latest version number
- The user name and timestamp of the last document change



With a doubleclick on the the document info line or pressing **Alt** + **I** an input dialog opens containing type, id and path of the document. This info is easy to copy and may be used for communication (i.e. in mails) about this document. A doubleclick on the document id opens the input dialog with the selected id only for easy copying.

The following actions can be executed from the icons of the toolbar on the top of the documents window:

	Previous Versions
	Edit
Ctrl + S	Save
	Save and end editing
	Save, and editing and close the document window
	Abort editing
	Copy
	Approve
	Publish
	Linking documents
	Favor
	cmsExplorer
	Preview
	Refresh
F2	Rename the document
Alt + I	Show document info dialog
ESC	Close the document window

Icons and actions in the document window

Document states

Documents have different states depending if they are in

- Editing state (currently blocked by one user editing this document)
- Edited state (the content is changed and ready to be approved or to be edited again by any user)
- Approve (ready to be published even from other documents) or
- Publish (then seen to the world out there)

So the following states are applicable:

- - Published - An online generator uses this version of the document.
- - Approved - The document is ready to be published.
- - Edited - The document was changed but is still not approved for publication.
- - Editing - A user is working on this document right now.

With the action  **Edit** the input elements of the documents are activated and the content can be changed. When starting the editing mode no other user is able to change this document because you have the exclusive control over this document now.

A document window of document type article is edited. Input fields are activated. The window title shows an additional "*" indicating the editing state as well.

Using the preview the progress of filling the content can be checked. Store your input hitting  and open the preview using .

When the editing is done and the content is all fine store the content and remove the editing state with  **Store and end editing**. But if you want to discard your changes the action  **Abort editing** restores the version of the document that existed before entering the editing mode. It doesn't matter how many times the content was stored while editing. After ending the editor mode one way or another the document is no longer blocked and can be changed by other users again.

To indicate that the content of the document is ready to be published click on  **Approve** changing the documents state to **approved**. This state of documents is the necessary condition for a successful publication.

The document info block shows the state approved with the yellow icon.

The action  **Publish** changes the state of the document into **published** and enables an online generator to see and use this version of the document for the online website.

More details about the publication are described in the chapter [Publication](#).

The document info block shows the state published with the green icon.

Versions

If a document is in the state [approved](#) or [published](#) and you are about to edit this document a new document version will be created. In the preview the current edited version is used but the online view just uses the latest published version of the document.

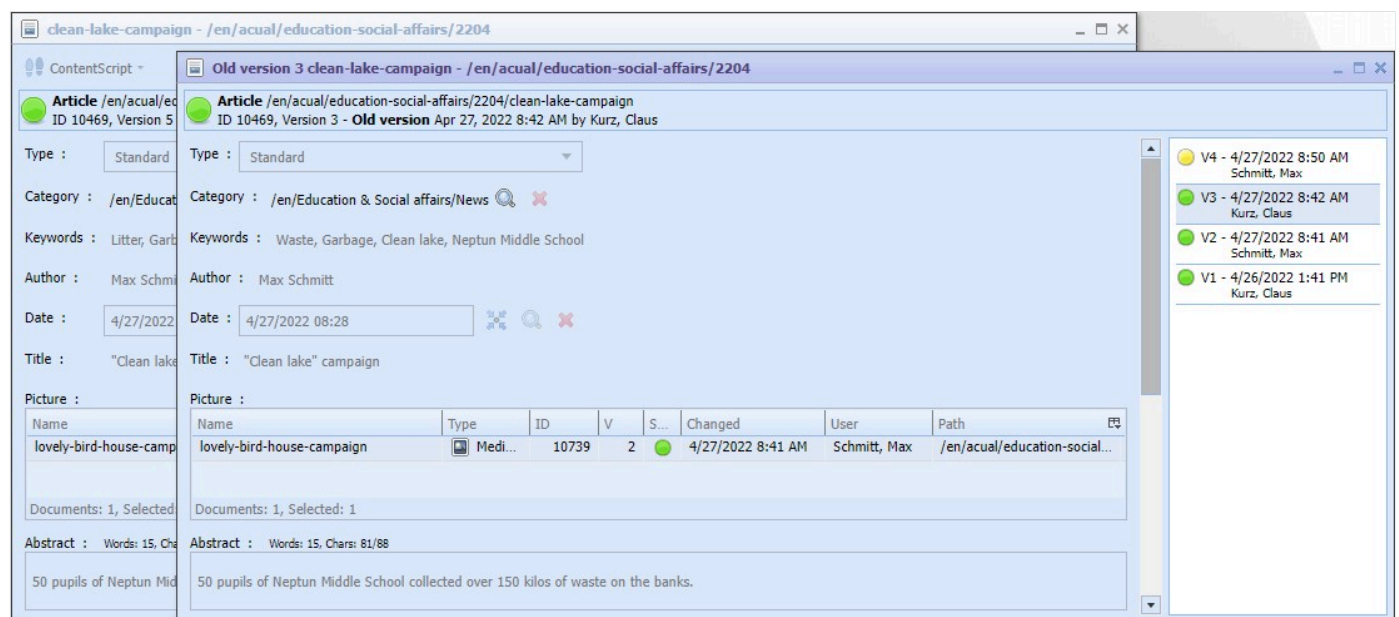
Before starting the editing mode the server creates a backup version. Aborting the editing means to restore the backup version with it's state and version number.

With the action  [Delete latest version](#) the current version will be deleted and the previous version is becoming the current one.

Old versions

cmsWorks enables the access to the version history within the document window.

Activating the button  [Previous versions](#) a new window opens showing the historic versions of this document.



The screenshot shows two windows side-by-side. The left window is titled 'clean-lake-campaign - /en/acual/education-social-affairs/2204' and displays document details for 'Article /en/acual/education-social-affairs/2204/clean-lake-campaign' (ID 10469, Version 5). The right window is titled 'Old version 3 clean-lake-campaign - /en/acual/education-social-affairs/2204' and displays details for 'Article /en/acual/education-social-affairs/2204/clean-lake-campaign' (ID 10469, Version 3 - Old version Apr 27, 2022 8:42 AM by Kurz, Claus). Both windows show fields for Type, Category, Keywords, Author, Date, Title, and Picture. The right window also includes a table of document details for the selected version (V3).

Name	Type	ID	V	S...	Changed	User	Path
lovely-bird-house-campaign	Medi...	10739	2		4/27/2022 8:41 AM	Schmitt, Max	/en/acual/education-social...

The old document versions of the document are presented in a new window to be able to compare the old content to the current.

With the version selection bar on the right the single version contents are shown on the left.

Folder path and document name combined with versions

The document path (folder) including its name is as unique as the document ID. If a document is moved or renamed all versions of the document are moved too and therefore affected. cmsWorks provides no history for this action for i.e. an undo. An old path or old name from an old version of a document is not retrievable.

Linking

Documents can contain [internal links](#) to other documents in input fields of type linklist or text. With the context menu there is always the possibility to open the linked document. Or in fields of type linklist just select the document and hit [Enter](#).

You can also find documents having links to this document with the action  [Linking documents](#).

2.3 Document input fields

The content of a document is stored in different input fields. The number of fields, labels, types and the order is defined by the [document type](#).

This is a list of the different document input field types:

Keywords : Litter, Garbage, Clean lake, Neptun Middle School

Input field for a string

Width : 566

Input field integer

Pos: p¹ 50 pupils from Neptun Middle School collected over 150 kilos of litter on the banks.

Words: 62, Chars: 408/577

Text : {...} {X} Formats **I** **B** *I* U Paragraph

Armed with the motto "Our town must become cleaner!", 50 pupils from the Neptun Middle School collected a total of three hundredweight of litter on the shores of Lake Homminberg. The remains were left over from the summer season, when the much-visited recreational favorite of Homminberg residents was often the destination of family outings as well as youth groups.

{ centered: "lovely-bird-house-campaign" }

Input field for formatted text

Date : 4/27/2022 08:28



Input field date

Picture :

Name	Type	ID	V	S...	Changed	User	Path
lovely-bird-house-campaign	Medi...	10739	2		4/27/2022 8:41 AM	Schmitt, Max	/en/acual/education-social...

Documents: 1, Selected: 1

Input field linklist

☐ Automated rescaling disabled

Input field checkbox

Type : Standard

Input field selectbox

Medium :

Upload file

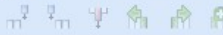
image/jpeg (566x318px) Bytes: 47,680



Input field for media like pictures, audiofiles, videos, downloads

Category : /en/Education & Social affairs/News

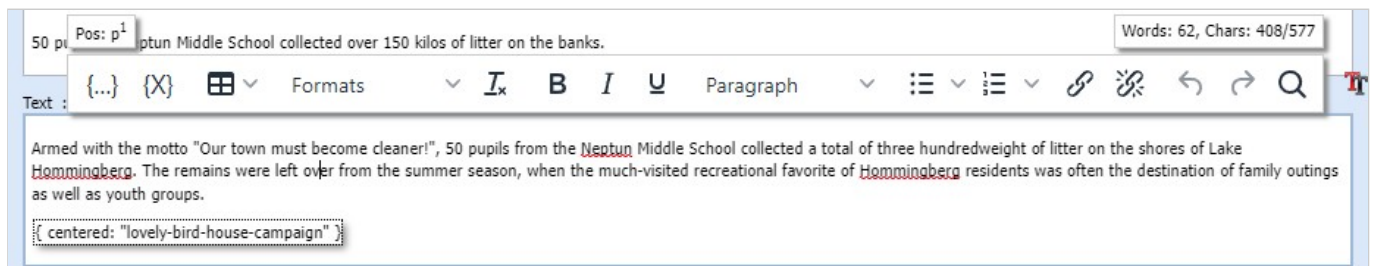
Input field category

Parameter :				
Column  Row  Document   CSV				
#	Key	Value	Description	
1	header-background	 header-bs	Link to picture	
2	header-bg-color	#0000ee	Color	
3	header-font-size	16em	Font size	
4	footer-bg-color	#0000ee	Color	
5	footer-height	200	Height in px	

Input field grid for table like input

2.3.1 Richtext

The input field `richtext` contains multi line text with markups. The text is stored in an XML format much alike HTML. Exceptions are links and text components stored in a pseudo format to be able to contain internal links to CMS documents.



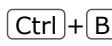
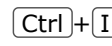
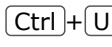
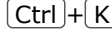
Input field for formatted text

After focusing the input field the toolbar appears showing action buttons for text formatting and a word and character count.



The cmsWorks editors desktop uses the TinyMCE plugin. This enables a flexible configuration and a stable control about the produced markup text. Each richtext field of every document type can be configured individually. For example you may deactivate most features if you configure a field just for a description text that should be mostly unformatted but not restricted to 254 characters like the string input field.

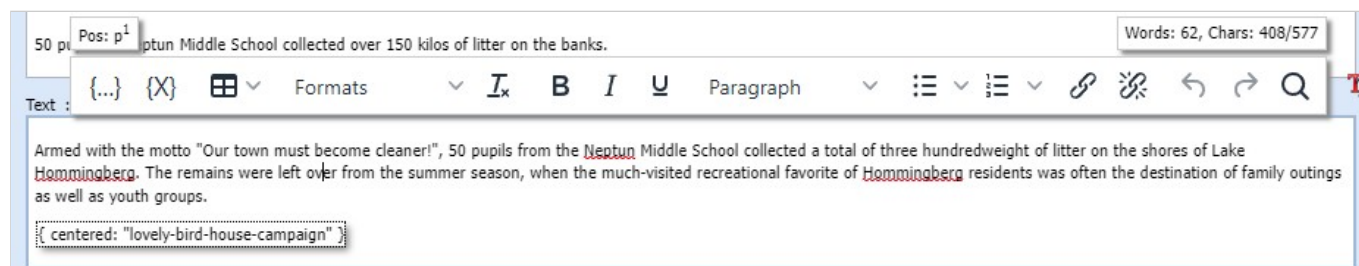
The following actions are available:

	Undo	Take the latest change back
	Redo	redo the latest change of the text
	Find and Replace	Find text and replace it with other text
Formats 	Formats	Select from project specific text formats
	Clear formatting	Clear all formats of the selection
B	 B Bold	Set or unset format bold
<i>I</i>	 <i>I</i> Italic	Set or unset format italic
<u>U</u>	 <u>U</u> Underline	Set or unset format underline
Paragraph 	Blockselect	Select from project specific block formats
	Bullet list	
	Numbered list	
	  Link add/edit	Edit a hyperlink

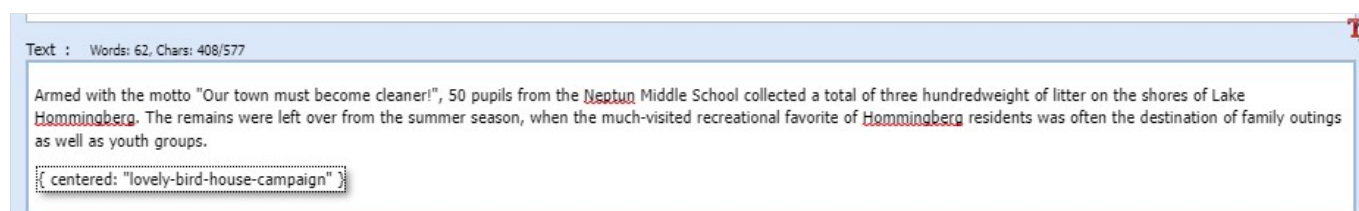
	Link delete	Delete a hyperlink
	Table	Create and format a table
	Toolbar-Toggle	Show and hide the toolbar

Actions for richtext formatting

Click on the icon  to toggle the visibility of the toolbar.



The toolbar is visible



The toolbar is hidden

While typing, the word count, character count and the gross text content length is continuously updated.

Editing text should be as easy and comfortable in cmsWorks as using a normal desktop text editor. After a line break a new paragraph is created. The block formatting always targets the the blocks of the selection. Inline formatting works for the selected text or the current word the cursor is positioned in.

Block formats

To change a block format, i.e. to change a paragraph into a headline, you only need to place the cursor anywhere within the block and than choose from the block formats selection **Paragraph** .

Lists

List items are block formats. Place the cursor within the line and choose from the list types  or . Selecting the list type again will remove the list item format.

Links

The link dialog for hyper links opens if text is selected after hitting  (or using the short key **Ctrl+K**) and enables to put an external URL starting with <https://...> as well as internal links to other documents. If the cursor is placed in a linked text the link dialog can be opened to see and change the link properties.

Insert/edit link

Document link :

Name	Type	ID	V	S...	Changed	User	Path
external-link-dummy	 Article	10508	1		4/26/2022 1:41 PM	Kurz, Claus	/en

External link :

Link title :

Link type : Normal

Link properties :

OK

Cancel

Link dialog for links within the text

In the link dialog either an external link is set in the field [External link](#) or an internal link to another document in the field [Document link](#). Filling both will either raise an error or use the preferred linking method depending on the programming of the website.

Using the field [Link title](#) gives the link a title attribute that is useful for search engines describing the purpose of the link. The field [Link type](#) is filled by the projects demands. Maybe the link target should be opened in a new window not to leave the own page selecting the option "[New window](#)". If the project handles more properties for a link those can be added into the field [Link properties](#). The customized project only defines the format and purpose of those properties.

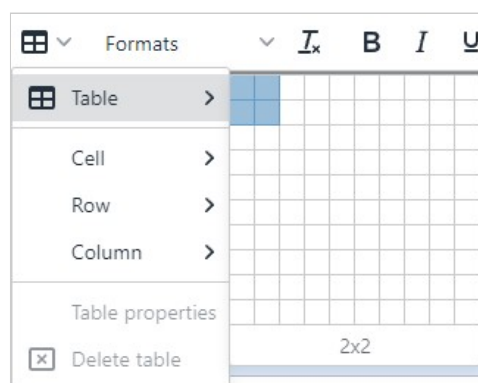


Internally the link to another document is just stored with the document ID. If the linked document is moved or renamed the link is still stable and will be updated in the next generation of this text. Also the format of the link is depending on the product of the Generator. Different types of references will be created if the products of the Generators are different (i.e. websites, XML-Feeds, JSON-Feeds, PDFs) And with internal linking the documents create a relation. The document having the link cannot be published if the link target is not published yet. Also the link target cannot be deleted as long the the link exists.

To remove a link place the cursor into the linked text and hit .

Table

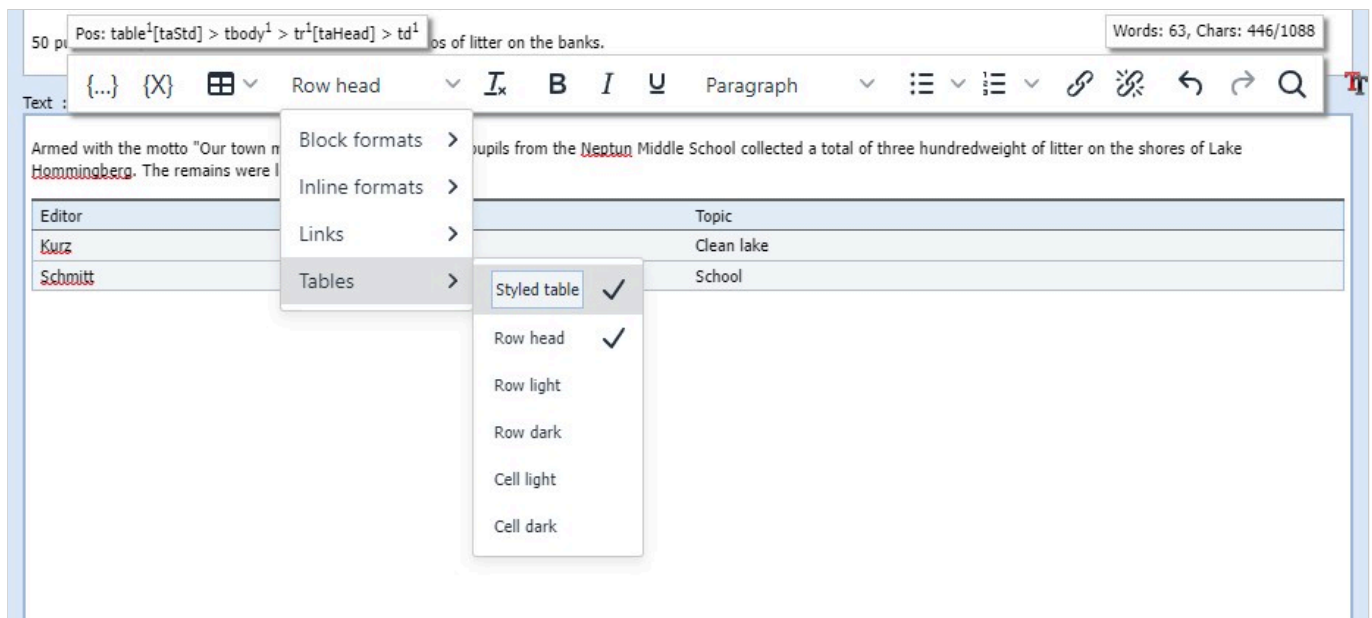
With the action  a table can be created.



Create a table

The submenu of the action icon contains options to add or remove lines and rows and to edit properties of the table, the row or the current cell. These functions are basic unchanged TinyMCE functions. Some of the options will not work if the project settings will not allow them.

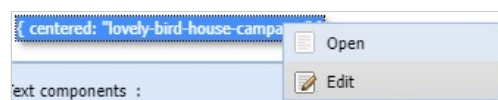
Use formats to set a layout for the entire table or for single rows or cells. Open the [Formats](#) dropdown and use the submenu [Table](#) to select a layout which was defined in the projects settings. Simply set the cursor into a cell and select a format targeting this cell, this row or the whole table.



Set or unset formats on table, row or cell

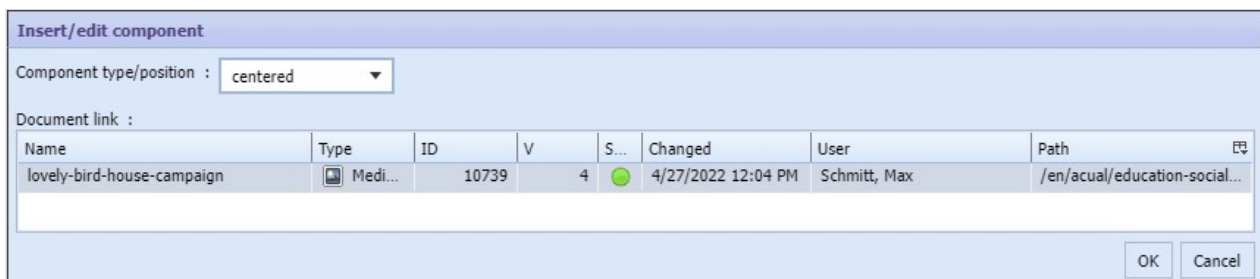
Text components

A text component is a component linked to another cmsWorks document having a positioning information. This component is not really rendered with the text in a document window. Only a generator would know how to render this component. So within the text while editing it's just a placeholder box showing the positioning and the name of the component document: `{ centered: "lovely-bird-house-campaign" }`



Context menu on a text component

Activate the context menu on the text component to edit the component.



Editing dialog for text components containing positioning and the document reference

Create a new component at the cursor position clicking on `{...}`. Remove a component by selecting and clicking on `{X}` or just simply `[Del]`.

Copy and Paste

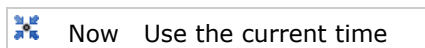
When text is copied from a website or from other text editors, only some or none of the markup will be copied. The project configuration dictates the available markup options and TinyMCE will cleanup all undefined markup before pasting the text from clipboard. That's why the pasted text maybe looking different from the source.



If it takes a while creating the content it is recommended to store the progress from time to time. Use the shortcut `[Ctrl] + [S]`.

2.3.2 Date

The input of a timestamp is supported with the following actions.



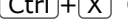
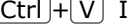
The linked documents are displayed in a table form, showing the following information:

- Name
- Document type
- The unique document ID
- Current version
- State
- Time of last change
- User of last change
- Path

The states are:

-  - Published
-  - Approved - the document may be published
-  - Edited - the document was changed but is not approved yet
-  - Editing

The actions on the document list target either a document or the list:

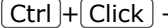
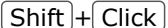
		Open	Opens the document window or puts it on top if its open already
		cmsExplorer	Opens a new cmsExplorer window focusing the document
		Move Up	Move the selected document one position up
		Move Down	Move the selected document one position down
		Remove	Removes the document from the document list
		Copy	Copies the document into the clipboard
		Cut	Removes the document and copies it into the clipboard
		Insert before	Inserts the document(s) from the clipboard above the selected document into the list
		Insert after	Inserts the document(s) from the clipboard under the selected document into the list

Actions with the document list input field

A linked document can also be opened with a double click.

To focus a linked document you may use a single mouse click or the cursor keys from the keyboard.

To select multiple documents from a document list:

-  - add or remove a single document from the selection
-  - change the selection list length
-  - select all documents from the list

Drag & Drop

The document list has the Drag & Drop feature enabled.

Select a document and drag it within the list to move it to another position or to other lists to add a link.

2.3.4 Medium

The input field medium can store a file. The uploaded file is via its extension assigned to a MIME-Type. The MIME-Type allows different types of usage and editing for pictures, text or downloadable types.



Input field for media like pictures, audiofiles, videos, downloads

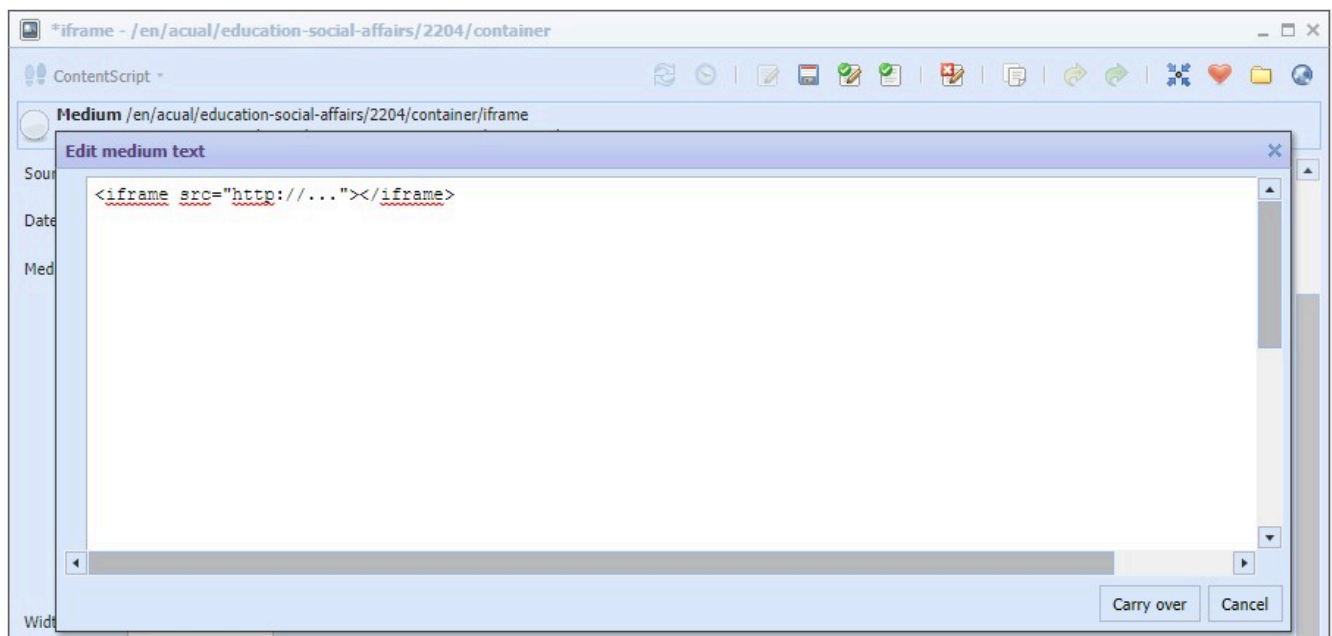
The actions on this field are:

	Upload file
	Edit Text files and pictures can be edited
	Delete medium
	Open full size Opens the stored file in a new window

Actions on the medium input field

If you want to change the uploaded file, simply upload a new one that replaces the old one.

If the file has a text MIME-Type, use the button [Edit](#) to change the text directly in a dialog.

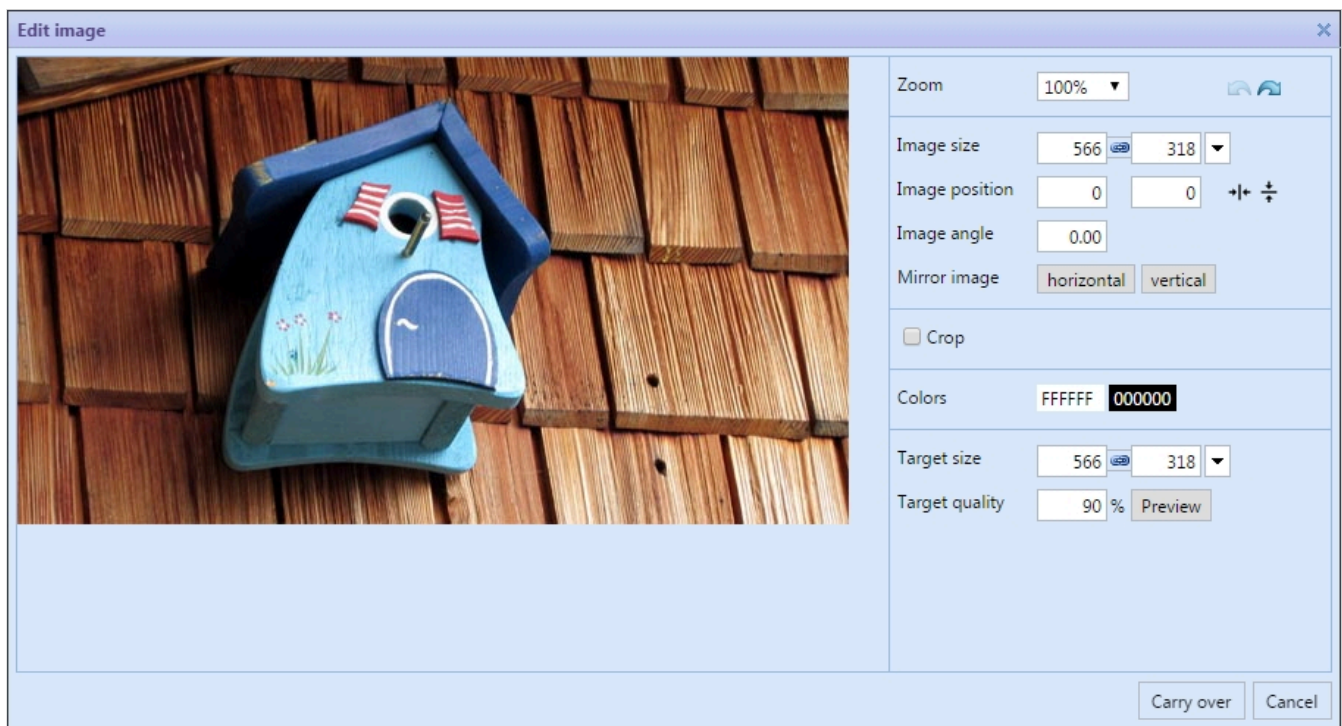


Text files can be edited without another upload.

Pictures of the JPG-Format can be edited also within the cmsWorks desktop. In the [Picture editor](#) the picture can be cropped, resized and changed with other functions.

2.3.5 Picture editing

A picture of the JPG format can be uploaded into a media field and can be edited in cmsWorks desktop. Using the action [Edit](#) the picture editor dialog opens.



Picture editing for JPG-Bilder

Every input field and every button shows a tooltip with additional information.

Zoom

If the zoom is set to a value more than 100% the picture working area is magnified. That is to work more precisely especially when cutting. But the zoom factor doesn't affect the size of the stored picture.

Picture size

The values of the picture size is displayed in the fields for width and height. Changing these values affects the picture directly. If the button **Keep aspect ratio** is active both values are changed.

Beside the size fields is a dropdown containing some predefined sizes recommended for the project.

Picture position

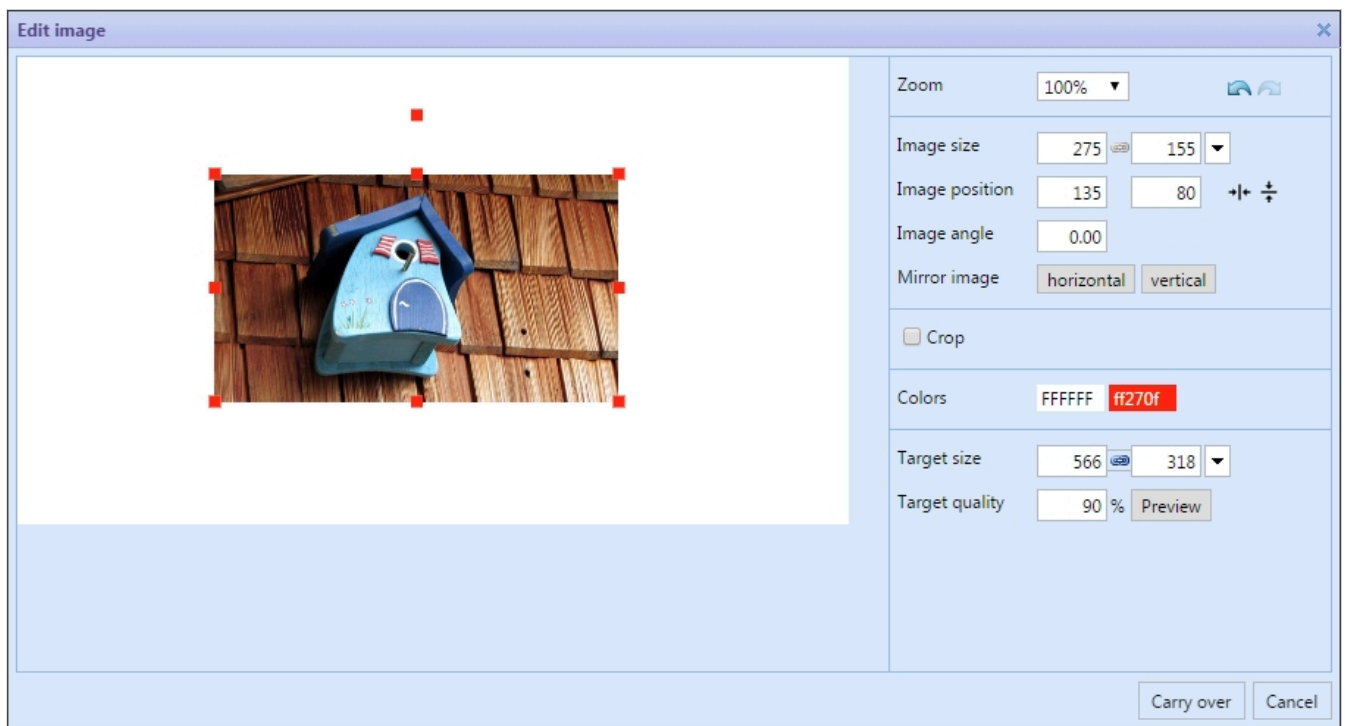
The position of the picture on the working area is presented with the fields **Top** and **Left**. Changing these values affects the position of the picture directly. You may also use the mouse to drag the picture observing the instant changes of the position values.

Beside the position fields are the buttons **Center image horizontal** and **Center image vertical** for centering the picture on the working area.

Selectors

After moving the picture for the first time the selectors come into view. With these you may resize the picture. An additional selector on top of the picture let you rotate it.

Disable the button **Keep aspect ratio** and on the edges of the picture more selectors will appear.



After moving the picture the selectors are visible. Use the second color field to change the color of these selectors.

Rotation

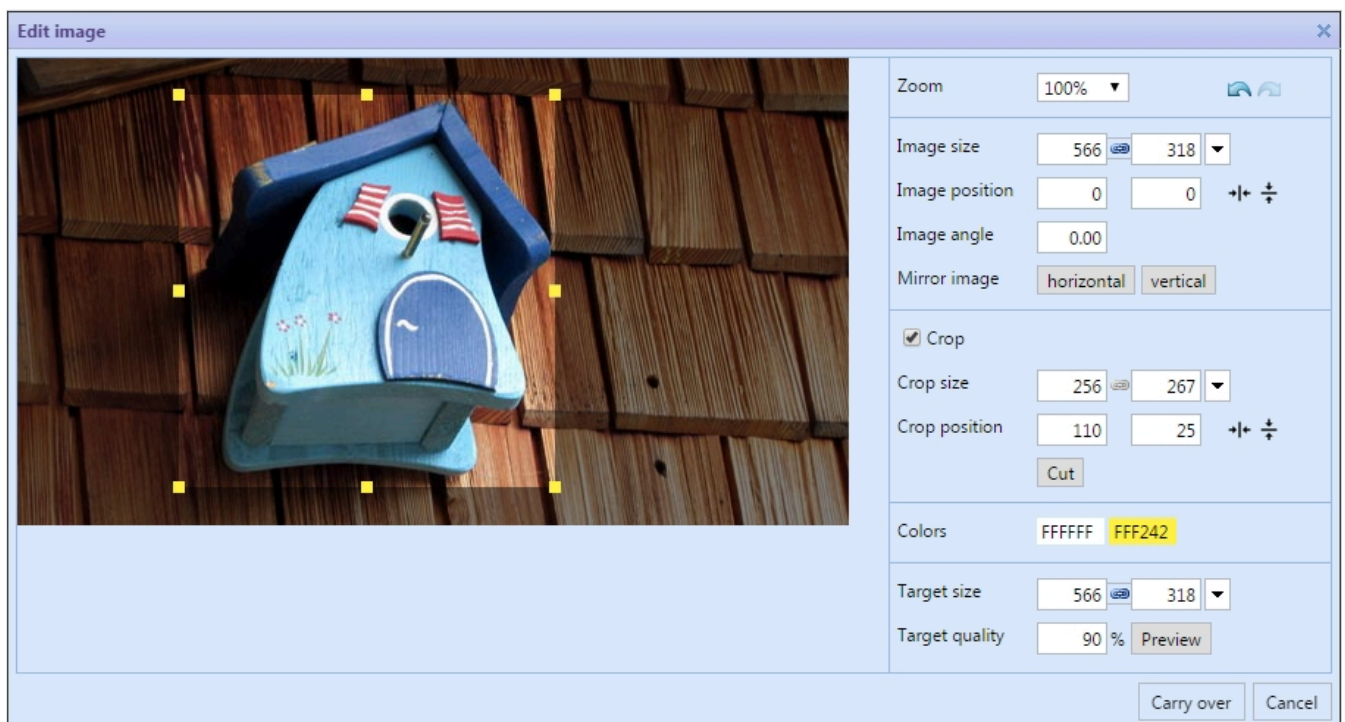
The field rotation shows the value of the picture rotation and lets you change it more precise.

Mirror image

The picture may be mirrored with the buttons [horizontal](#) or [vertical](#).

Crop

The checkbox Crop activates the cutting rectangle on the picture as well as the according input fields.

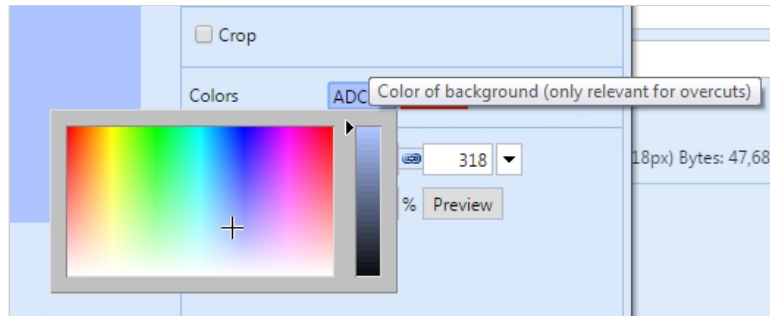


Crop is activ in picture editor dialog

With the activated checkbox crop the cutting rectangle including its selectors appears on the picture. Pulling these selectors changes the size and position of the cutting rectangle. The according input fields show the values and work much like the picture positioning and sizing input fields.

Colors

The left input field changes the background color behind the picture. The next one changes the colors of the selectors.



Choose colors for background and selectors

Target size

The picture positioned on the background will be the picture that is stored. So the size of the background is the size the picture will finally be.

The fields [Target width](#) and [Target height](#) work as the fields for picture size.

Picture quality

The picture format JPG is a compressed picture format. With a lower quality value the picture will need much less storage space and of course traffic costs especially if using the picture on a website. But the loss of quality must be checked manually using the Preview button.

Undo the last change, Redo the next change

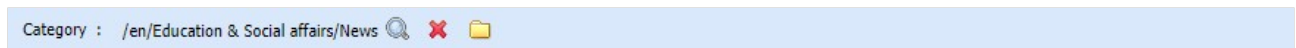
Every action of resizing, movement, crop or color change may be undone with the button  [Undo the last change](#) or redone with the button  [Redo the next change](#).

Shortcuts

Using the keys [Up](#) and [Down](#) the values of the focused field may be increased or decreased.

2.3.6 Category

The input field category chooses a category from the category tree.



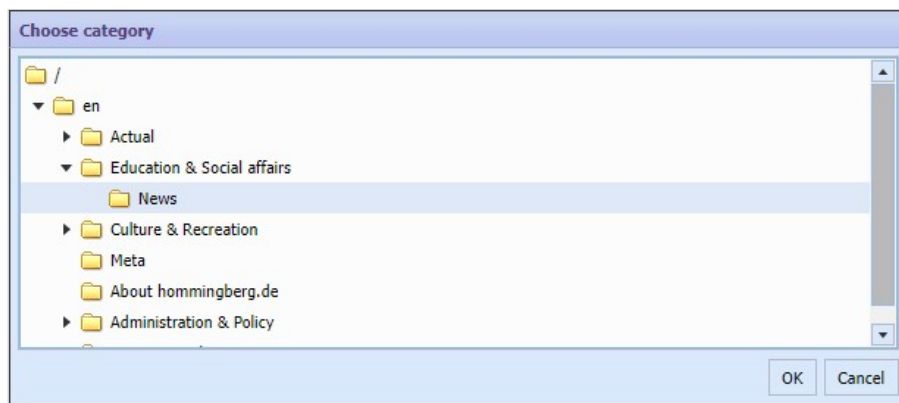
Input field category

The following actions are available:

	Pick	Opens the category tree dialog
	Remove	Removes the category assignment
	cmsExplorer	Opens a cmsExplorer selecting the document representing the category
 Ctrl + C	Copy	Copies the category into the clipboard
 Ctrl + V	Paste	Pastes the category from clipboard

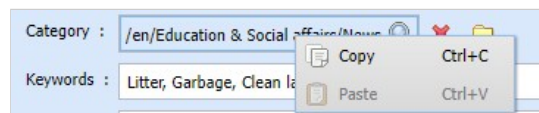
Actions on the category input field

The action [Pick](#) opens a dialog showing the category tree. Only one category can be selected.



Category selection dialog

The actions [Copy](#) and [Paste](#) allow an easy transfer of a category from one document to another without navigating over the category tree.



Input field category context menu

2.3.7 Grid

The input field grid organizes the input informations in a table form. In a grid table cell the input can be a text or a document reference.

Parameter :

Column Row Document CSV

#	Key	Value	Description	
1	header-background	header-bs	Link to picture	
2	header-bg-color	#0000ee	Color	
3	header-font-size	16em	Font size	
4	footer-bg-color	#0000ee	Color	
5	footer-height	200	Height in px	

Input field grid for table like input

The toolbar buttons above the grid table show all actions that affect a cell, a row or a column:

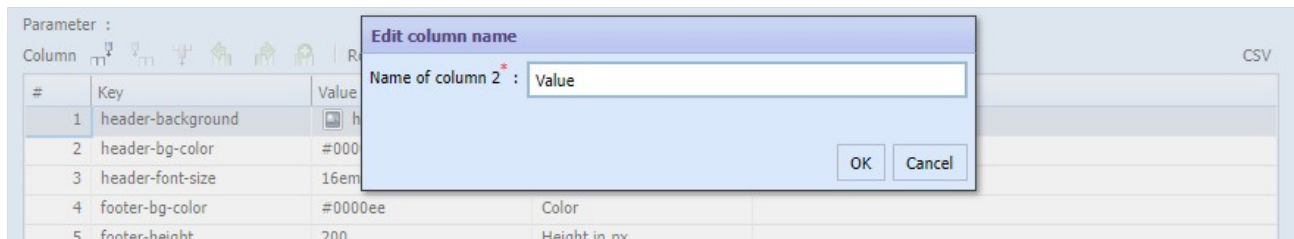
	Insert column right
	Insert column left
	Delete column
	Move column left
	Move column right
	Insert row below
	Alt + Plus Insert row above
	Alt + Minus Delete row
	Ctrl + Up , Alt + Up Move row up
	Ctrl + Down , Alt + Down Move row down
	Alt + Shift + Plus Duplcate row
	Alt + Shift + V , Ctrl + Shift + V Insert document
	Del Delete document

Possible actions on the grid input field

A double click on a cell starts the editor for text input. With the keys **Enter**, **Tab**, **Shift+Tab** the editor switches to another cell.

If a cell is filled with a document reference, this cell can not be edited with the text editor any more. The context menu on this cell shows actions to open the referenced document or to open a [cmsExplorer](#) focusing the document.

The column captions may be renamed by a double click.



Editing grid table column header



Using the button "CSV" opens a dialog with a CSV-Presentation of the grid content. Carefully edit this text keeping an eye on the format. This editing tool allows a more powerful handling of the grid data. Multiple lines can easily be copied, moved or deleted or even handled with external text editors doing replacements or sorts. If the result of the editing is not the expected one, the editing state can be canceled to fall back to the previous version of the document.

2.4 Internal links

Internal linking in cmsWorks means that an other document is referenced in an input field of the current document. This internal linking only exists within document properties. Only documents can be link targets. The data shown of those links is not only the ID but also the information about the linked document (like name, path, type).

The impact

When producing a website, either the content of a linked document is produced or a URL that leads to the linked content. This also may be combined.

If the linked document is move or renamed, all linking pages will instantly update the content or URLs because of this internal link connection. So the connection between documents remain stable and consistent.

Creating links

The document list input field collects one or more links to other documents. Those documents can be copied from [cmsExplorer](#), from other document lists, from search or [Workbook](#) or from open documents as well. The order of documents within a document list is important and documents may also be removed from those lists.

Another type of internal link can be set within a [Richtext](#) or a Grid input field.

To find documents that are linking to the document in question use the action  [Linking documents](#) in the document window.

Deleting documents

A document can only be deleted if no other document contains an internal link to this document. Even if the search shows no linking documents left there may be older versions of documents that contain such links. And because those old version could be reactivated, the linked document must not be deleted.

Publication dependencies

If a document should be published it first have to be approved for publication using . To perform a successful publication of a document all linked documents have to have the state published or approved. If a linked document is in state approved all links of this document will be checked too. This condition is to secure that an online version of the website is functioning as well as the preview.

2.5 Publication

When the content of documents is filled completely check the preview to see if the contents are ready for publication.

In cmsWorks there is usually a preview generator showing the preview website and live generators producing the online version of the website. The preview generator uses all documents in their latest version of any state. The online generators only use the latest published version of the documents ignoring the documents or document versions of other states.

So if there is an article in version 1 that is published, both generator types will show its content. But if the article is edited once more, the new version 2 is shown in the preview generator while the online generator still shows the content of the published version 1. Once the article is published again, the new content will appear online.

Publication generally means creating/changing, approving and publishing content. That's why documents have the following states:

-  - Edited - the document was changed but is not approved for publication yet
-  - Editing - a user is currently working on this document
-  - Approved - the document is ready for publication
-  - Published - the live generator uses the documents content now

After creating a new document (or with a copy of an existing one) the version 1 of this document is in state [edited](#). To change the documents content it has to be locked by a user (using  [Start editing](#)) which produces the state [editing](#). When the content is filled completely the document can be approved to change the state into [approved](#).

The publication only works on documents with the state [approved](#).

Documents may also have [internal links](#) to other documents. To perform a successful publication all linked documents have to have the state [published](#) or [approved](#). If not, a dialog will appear showing all documents that are not of these states with a choice to approve them too or to abort the publication.

The actions  [Approve](#) and  [Publication](#) are available in the [document window](#), the [cmsExplorer](#), the search windows and the [Workbook](#). These actions also work with a list of selected documents.

3 Tools

The content management system cmsWorks contains tools that help to get the work done with the system.

Document search

The document search window (and other search widgets) are described in the [document search chapter](#).

Picture search

The [picture search](#) enables to find medium documents having pictures stored.

The Workbook

The [Workbook](#) combines different views and filters for the contents of the CMS. Here you can find formerly assigned favorites and all recently visited or changed contents. It also includes a list view of all opened windows in the editors desktop.

Further helpers beside the Workbook

The views [Last changed documents](#), [My last changed documents](#) and [Favorites](#) contained in the [Workbook](#) have discrete own windows as tools, too. If you open these tools, they pop up as separate windows in the editors desktop. A detailed description of all these tools can be found in [research windows](#).

Collaboration with the cmsWorks Messenger

To communicate within cmsWorks, the [cmsWorks Messenger](#) can be used. It allows you to send messages to all users that are currently signed in.

The Update Manager

The [Update manager](#) gives information about the connection to the server and the changes from other users in the system.

3.1 Document search

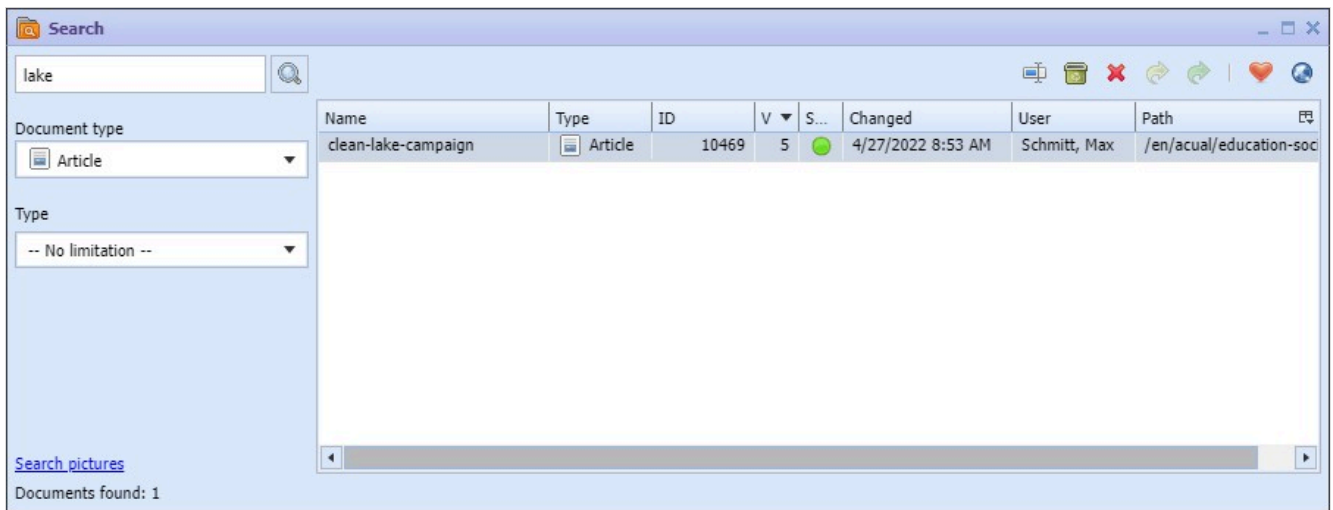
The document search helps to find documents and contents and supports the document management. All documents can be located with the cmsExplorer in general but finding a document using a search key is sometimes way faster.



Only the content of the latest versions of documents is used for the internal search.

Open the search window with one of the following ways:

- Main menu -> Search
- Taskbar icon
- Taskbar search input field - press **Enter** after input of the search key
- Shortcut **Ctrl**+**Shift**+**S**



Das Such-Fenster enth√lt links den Bereich f√r Sucheingabe und Filterm√glichkeiten und rechts eine Dokumentenliste f√r die gefundenen Dokumente.

In the search input field the following types of search keys are recognized:

- Words - Finds documents that contain all of this words (fully) in the document fields or in the name.
- URL - Finds the document to an online-URL.
- DocumentID - Opens directly the document with this ID.
- Number in combination with a document type - Finds documents that contain this number in the text or the name

The dropdown field restricts the search for documents of the selected type. If choosing a document type further restriction possibilities (f.e. link type of the navigation document) which are relevant for this document type appear.

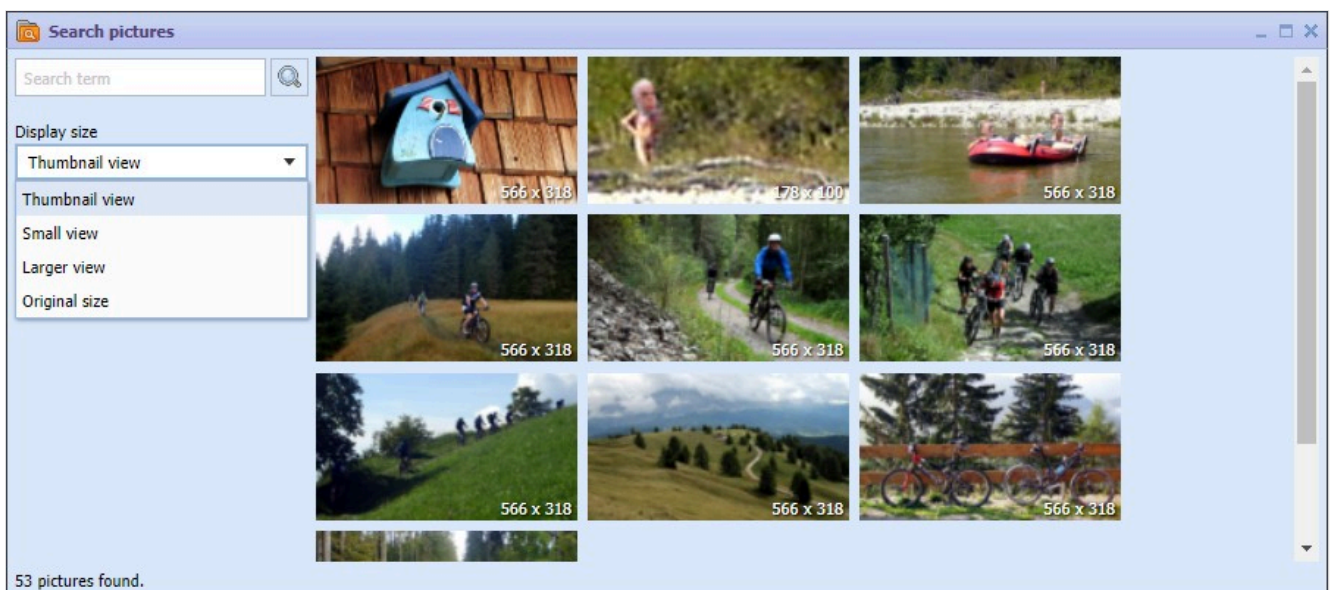
After having set the research criteria the search can be started by the following actions:

- Cursor stays in the search slot:
- Click on the button

The document list shows the found documents. Documents can be found in different folders because of that the column path is added. Apart from that the representations and means of action are almost identical with the ones in the cmsExplorer. It's not possible to add something to this list because it's a search result. Therefore there is no paste and drop function.

3.2 Picture search

The picture search helps to find pictures within medium documents of the CMS.



The picture search helps to find pictures in the CMS.

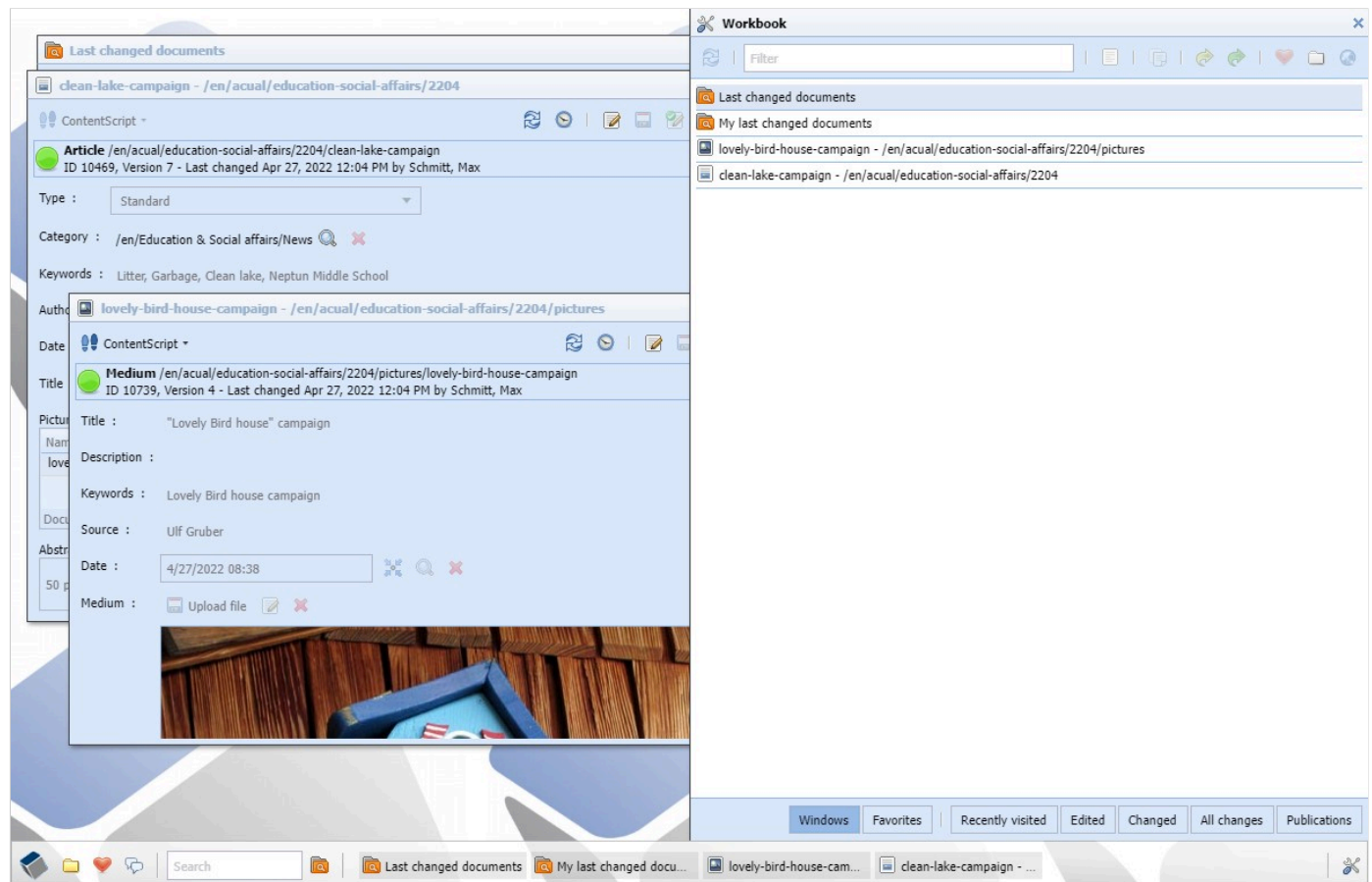
Open the picture search from main menu or from the link on the bottom left of any other search window.

The search input field accepts words that are contained in the medium documents properties or the document name.

The dropdown **Display size** only changes the view of the found pictures.

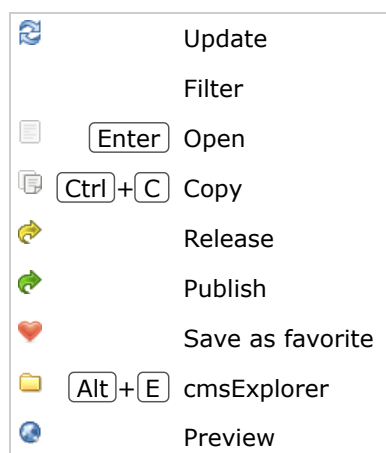
3.3 Workbook

The **Workbook** is a tool which helps access to the documents. With a click on the icon  in the lower right corner of the desktop it can be toggled.



The Workbook can be found on the right side of the desktop

The toolbar action on top of the **Workbook** window contains actions targeting the documents of the **Workbook**.



Possible actions in the Workbook

After entering a search term in the filter field elements containing this term are shown. All presented information is integrated in the search. For documents this means: name, path, document type. In case of windows only the window title is searchable.

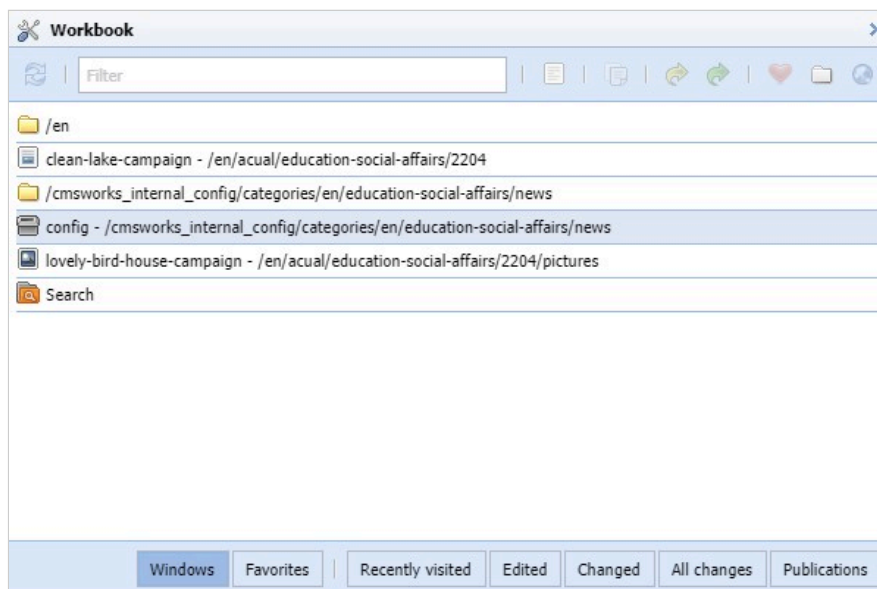
The feature selection of the [Workbook](#) is located at the bottom. For a fast access to the [Workbook](#) these shortcuts can be used.

Alt + 1	Windows
Alt + 2	Favorites
Alt + 3	Recently visited
Alt + 4	Edited
Alt + 5	Changed
Alt + 6	All changes
Alt + 7	Publications

Shortcuts to access the different tabs of the Workbook

Windows

This function shows the currently opened windows. The window bar on the bottom of the desktop shows the same information but if more an more windows are opened at the same time the areas in the window bar become steadily smaller. In the [Workbook](#) the windows are presented more detailed and in combination with the filter the individual windows are rediscovered quickly.

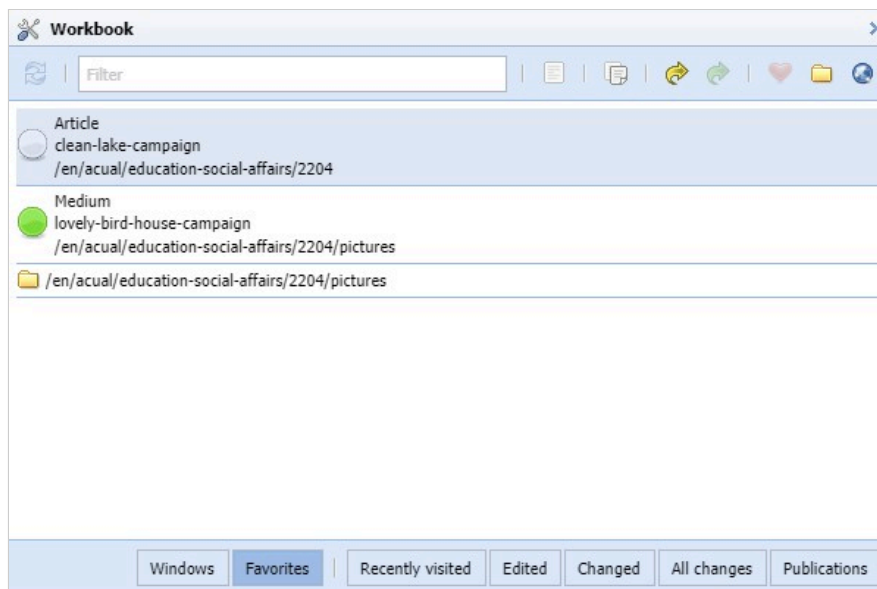


How to find an open window with the help of the filter function

This view is also perfectly suitable for cleaning up after a done task. If a task is done some of the open windows that were needed for this job usually can be closed. This can be handled by going in this list and clicking on an entry. The window appears and if it isn't used anymore only press **ESC** to close it.

Favorites

This function shows the documents and folders that are saved as favorite from the user. The [Favorites](#) are saved in the user settings and are also available with the next login.



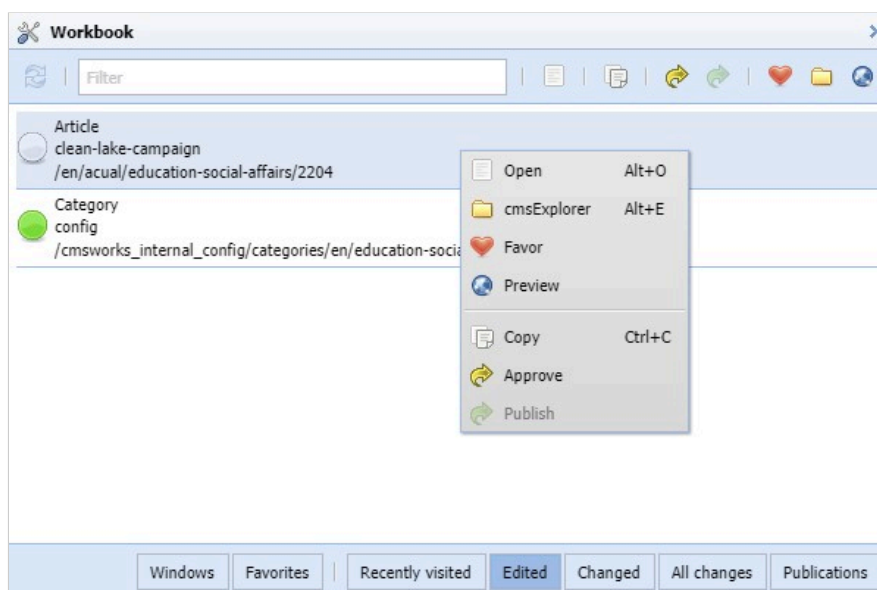
Documents and folders in the list of favorites

Recently visited

This function shows the documents that are opened from the user since the last login. Often enough a document gets closed even if it's needed later on again. This function helps to rediscover this document quickly.

Edited

This function shows the documents that are locked for editing from the user since the last login. A locked document that is unlocked again without making changes gets also added to this list.



These documents have been edited in this session and can be found in the workbook.

As illustrated in this picture all documents, folders and windows in the **Workbook** have a context menu that contains matched means of action.

Changed

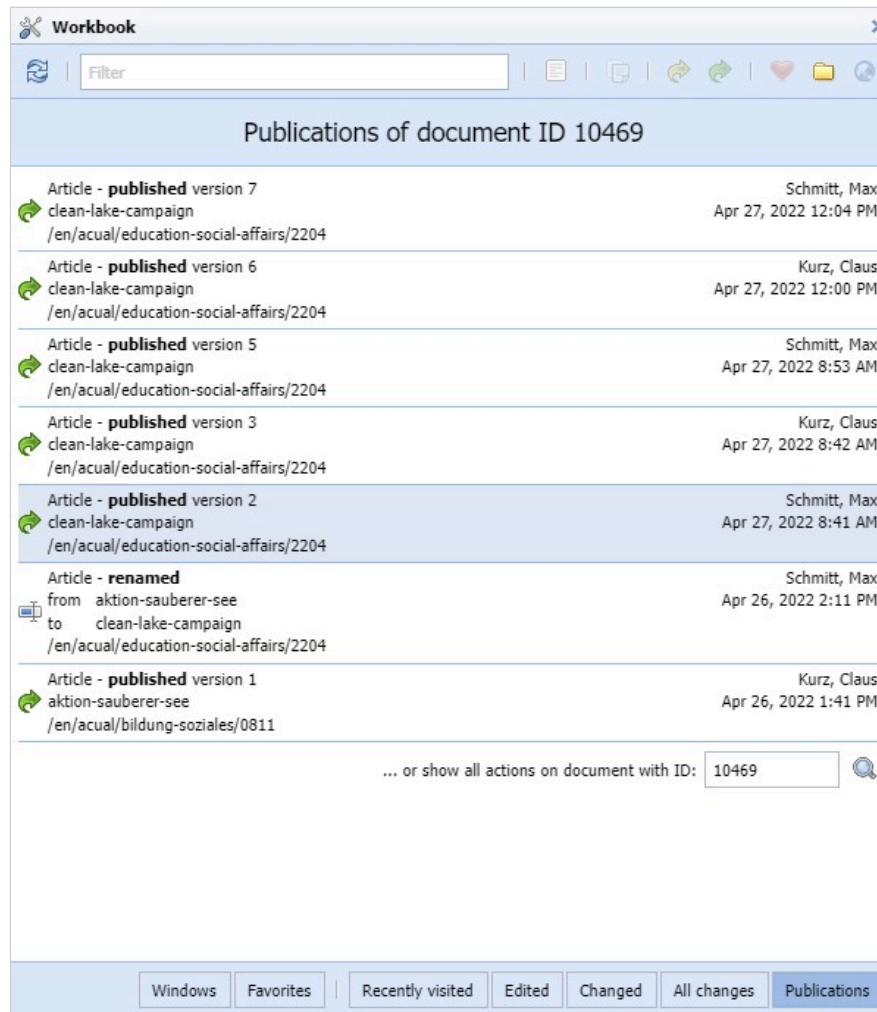
This function shows the [Last changed documents](#) from the user. It is based on the search and therefore it also documents the changes from the previous logins.

All Changes

This function shows the [Last changed documents](#) from all users of the CMS.

Publications

This function shows all actions on documents that are published. Not only publications but also the actions of moving the document to another folder, renaming the document or deleting a version and falling back to the previous published version of this document. These information are more forensic than concerning the content.

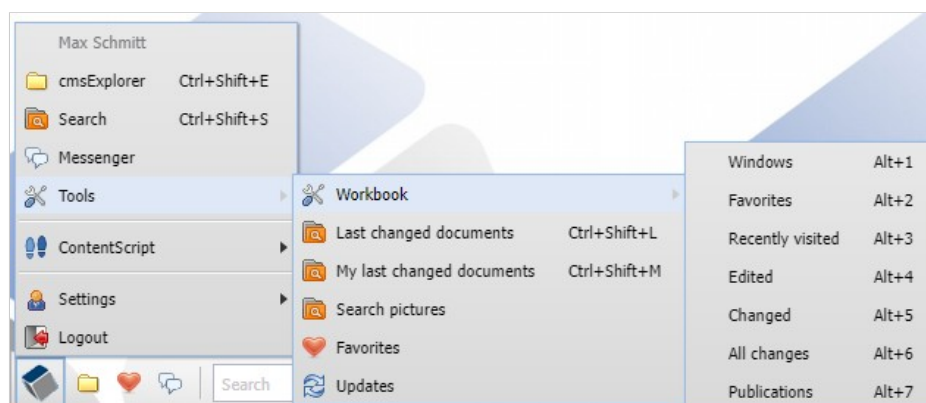


All publication actions a listed in this view.

In the context menu of an entry is an option to examine all actions on this document alone.

3.4 Research windows

Beside the Workbook there are further tools that help to find and gather information about the contents stored in the CMS.



Tools in the cmsWorks main menu

Last changed documents

This tool can be opened by pressing the shortcut **Ctrl** + **Shift** + **L**.

This window shows a document list with the last changed documents from all CMS users.

Name	Type	ID	V	S...	Changed	User	Path
lovely-bird-house-campaign	Medi...	10739	4	●	4/27/2022 12:04 PM	Schmitt, Max	/en/acual/education-social...
clean-lake-campaign	Article	10469	7	●	4/27/2022 12:04 PM	Schmitt, Max	/en/acual/education-social...
social-institutions	Article	10689	3	●	4/27/2022 12:01 PM	Kurz, Claus	/en/education-social-affairs
iframe	Medi...	10654	1	●	4/27/2022 12:01 PM	Kurz, Claus	/en/acual/education-social...
config	Cate...	10427	2	●	4/27/2022 11:20 AM	Kurz, Claus	/cmsworks_internal_confi...
config	Cate...	10453	2	●	4/27/2022 11:19 AM	Kurz, Claus	/cmsworks_internal_confi...
config	Cate...	10730	2	●	4/27/2022 11:18 AM	Kurz, Claus	/cmsworks_internal_confi...

Documents: 500, Selected: 1
Documents found: 566

Last changed documents as own window with more possibilities of interaction as in the workbook

This function is also contained in the [Workbook](#) but there are small differences. This document list simply shows more documents than the [Workbook](#). The document list supports the Drag & Drop function, allows the multiple selection and it is updated automatically.

My last changed documents

This tool can be opened by pressing the shortcut **Ctrl** + **Shift** + **M**.

This window shows a document list with the last changed documents from this user.

Name	Type	ID	V	S...	Changed	User	Path
lovely-bird-house-campaign	Medi...	10739	4	●	4/27/2022 12:04 PM	Schmitt, Max	/en/acual/education-social...
clean-lake-campaign	Article	10469	7	●	4/27/2022 12:04 PM	Schmitt, Max	/en/acual/education-social...
config	Cate...	10566	2	●	4/27/2022 8:41 AM	Schmitt, Max	/cmsworks_internal_confi...
nursery-kindergarten-school	Distri...	10256	2	●	4/26/2022 2:07 PM	Schmitt, Max	/en/education-social-affairs
index	Distri...	10252	2	●	4/26/2022 2:07 PM	Schmitt, Max	/en/education-social-affairs

Documents: 7, Selected: 1
Documents found: 7

My last changed documents as own window with more possibilities of interaction than in the workbook

This function is also contained in the [Workbook](#) and has the same differences as described above.

Favorites

Opens a window with the saved [Favorites](#) from the user. Folders and documents can be marked as [Favorites](#) in the [cmsExplorer](#) and almost in all other document lists. This is saved in the user settings and also remains unchanged even when you login on the cmsWorks desktop the next time.

Name	Type	ID	Path
clean-lake-campaign	Article	10469	/en/acual/education-social-affairs/2204
lovely-bird-house-campaign	Medi...	10739	/en/acual/education-social-affairs/2204/pictures
pictures	Folder	10280	/en/acual/education-social-affairs/2204/pictures

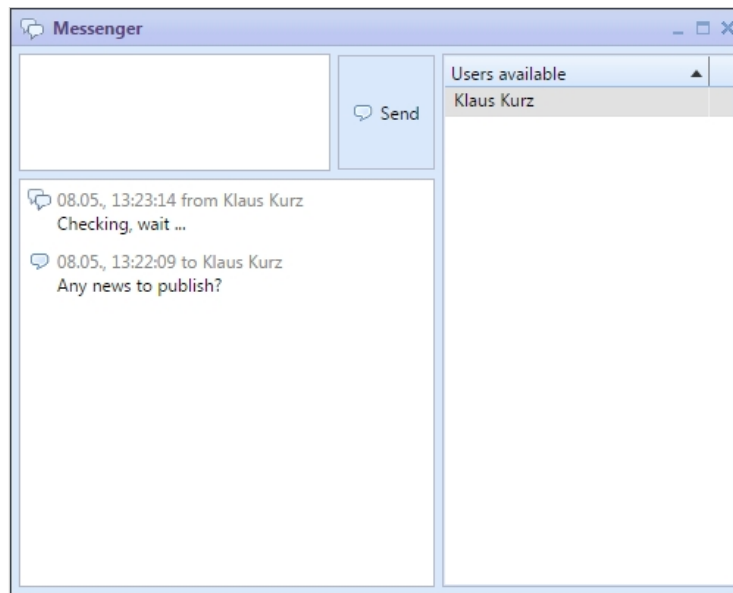
Favorites: 3, Selected: 1

Favorites in the own window

For a quick access to the favorites tool a button can also be found in the taskbar on the cmsWorks desktop.

3.5 Messenger

The [Messenger](#) allows to exchange messages with other users, that are currently logged in.

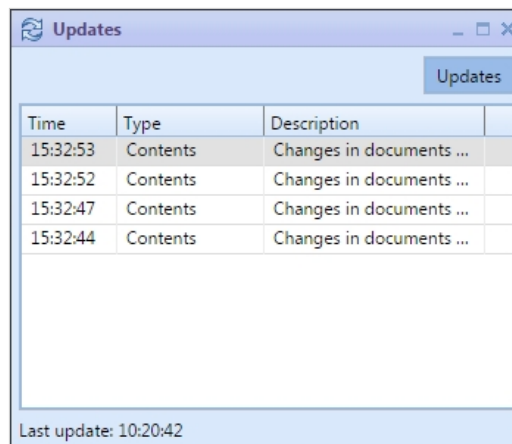


Messenger

The [Messenger](#) can be activated in the cmsWorks main menu or directly from the taskbar on the cmsWorks Desktop. Before sending a new message one or more recipients have to be chosen.

3.6 Update-Manager

The [Update Manager](#) communicates with the CMS server and keeps the editors desktop up to date. It refreshes document changes from other users as well as document model changes or messages. This is a component, that normally operates invisibly in the background. However there is a window named updates that shows information about the refreshed data.

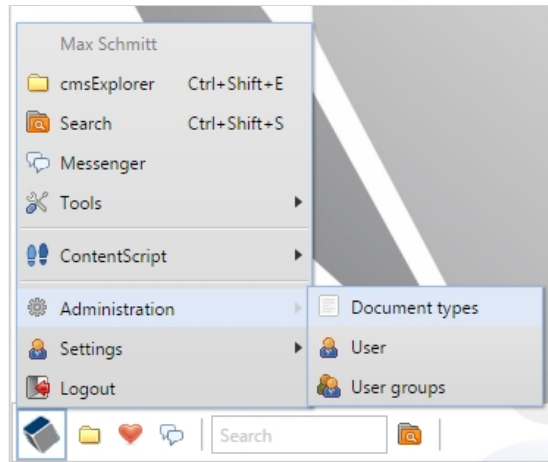


Updates showing communication contents as well as errors.

In case of connection problems to the server or any other errors appearing in the cmsWorks desktop this window appears and shows detailed information about the problem. With double clicking on an item a detail view from the message opens.

4 Administration

User with administration privileges have an item named administration in the cmsWorks main menu.



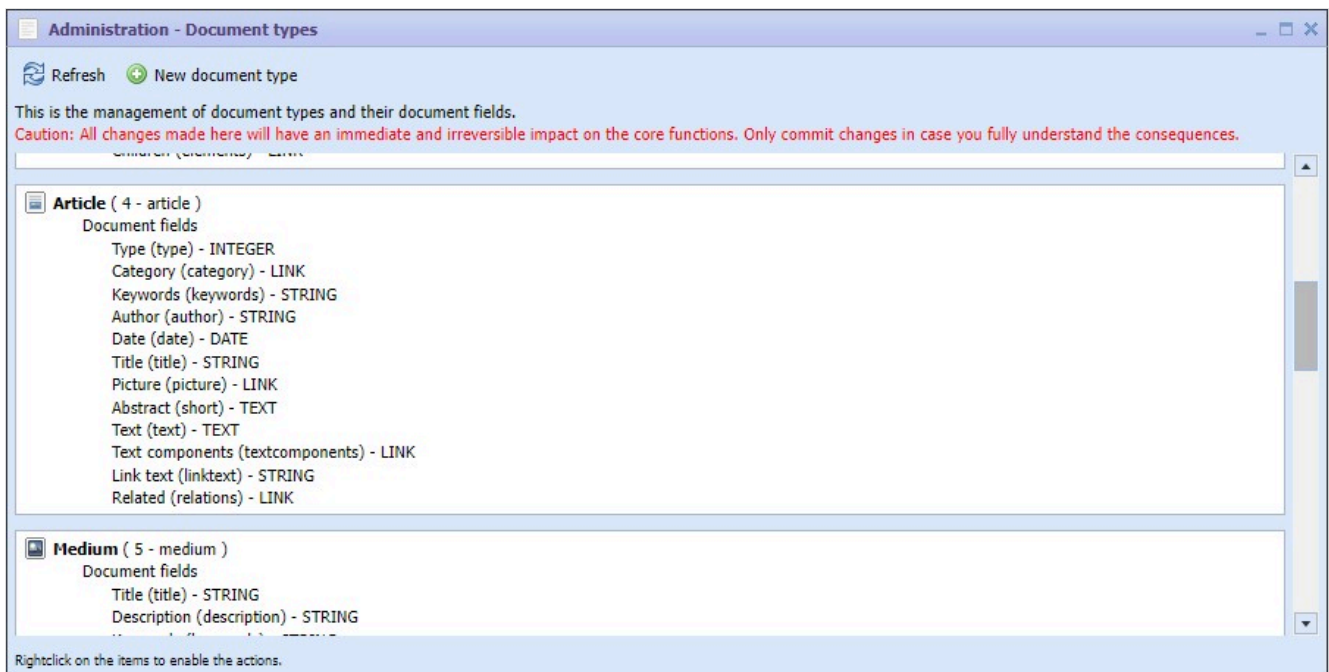
Main menu -> Administration

Only with administration privileges tools for editing document types, users and user groups are enabled.

4.1 Document types

A document type defines the purpose of documents of this type and also the number and types of input fields that are needed. A user with administration privileges can change them while the system is running.

A document type has a view name, a database name and an ID. Each field of the document type has a view name, a database field name and a field type.



Administration of the document types

The technical terms to organize the document types are the following:

- A new document type must have a unique view and database name. The ID of a new document type is generated automatically. It is important that the database name is always written in small letters or numbers without any special characters and also no dash.
- Changing a document type means that view name and database name can be modified as long as they are still unique within the document type. The ID of a document type cannot be changed.
- If a document type should be deleted it is important that no more documents from this type exist in the CMS.
- Document fields can be added, deleted or changed within document types at any time.
- Deleting a field in a document type means that the contents of this fields will remain in all existing documents. The field is not shown in the document window any more and it also is not available for editing. Creating a new field using the same database name and the same type will restore/reshow the contents of the documents in this field.
- The effect of changing the database name of a field or the field type is comparable with the action delete and create a new field.

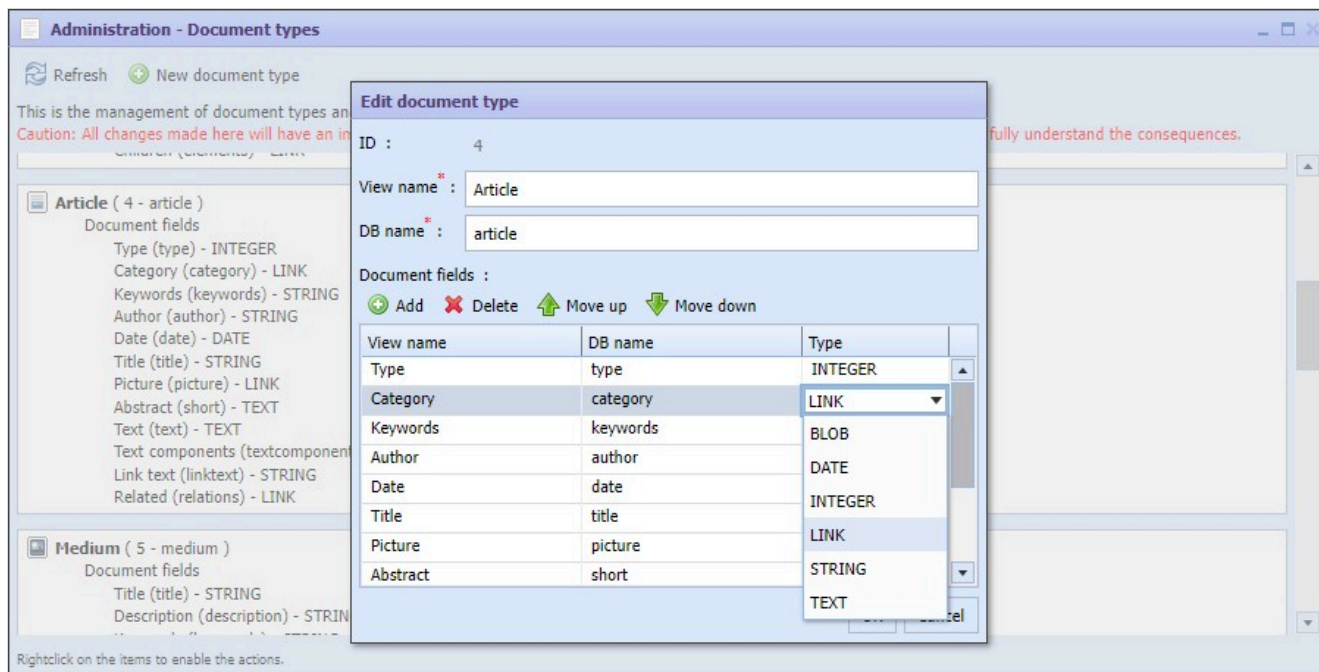
The effect of the **change from the document types occur immediately**. Other users also see the change immediately, it even influences the generation of contents. If, for example, the title field of an article is deleted, the generator can not generate the article page for the web portal anymore thus resulting in an error by accessing the field from the generator asking for it.

Document types can be changed with the following actions:

	New document type	In the taskbar
	Edit a document type	In the context menu for the document type
	Delete a document type	In the context menu for the document type

Actions for document types

For changing or creating a document type this dialog appears:



Dialog to change a document type

In the table for the document fields the names can be changed directly in the cells. Double clicking on a field type opens the dropdown with the list of types. For adding or deleting fields the context menu or icons in the toolbar can be used.

The order of the fields defines the order in the document windows. Use the context menu, the toolbar buttons or the shortcuts **Ctrl+Up** respectively **Ctrl+Down** to move the fields in the list.

The field types define the content types of the input and the input capabilities.

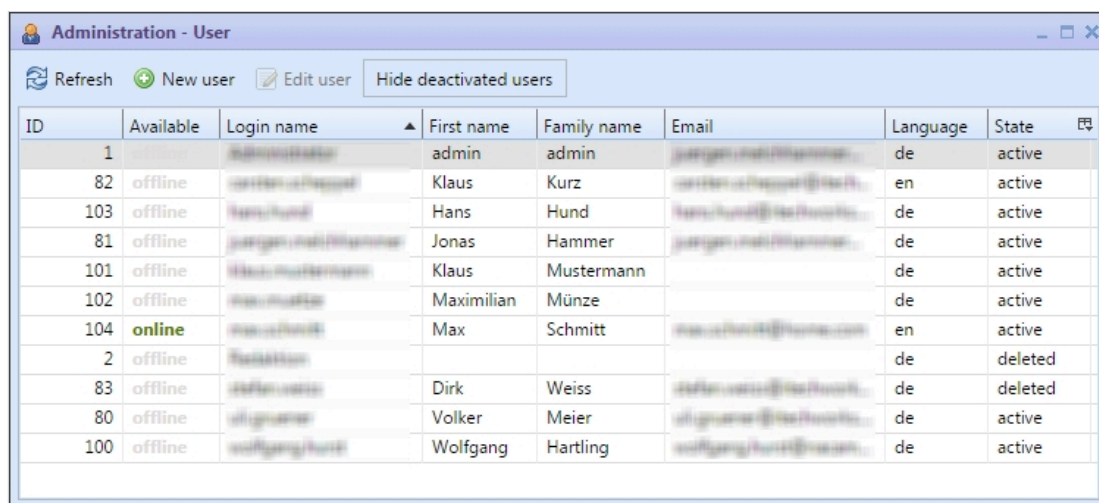
field type	Applications
Blob	Field to upload files
Date	Date
Integer	Number, Checkbox, Dropdown
Link	List of links, category selection
String	Single-line text, Combobox
Text	Richtext, Grid

In the administration of the cmsWorks desktop the input field types can be modified for any field of any document type. For example a number field can be converted into a checkbox which saves 1 as checked and 0 or empty as not checked or into a dropdown for type entries.

The view names of document types and fields will appear in the desktop mostly but also within the preview if an error view tells what field is needed and not filled yet. Those names can be translated to the uses language settings if there's a need for that.

4.2 User administration

The cmsWorks desktop can only be used by people having a user account that allows them to log in to the system. The user administration window organizes the user accounts of the system. Only users having administration privileges or user administration privileges have access to the user administration.



ID	Available	Login name	First name	Family name	Email	Language	State
1	online	admin	admin	admin	admin@cmsworks.com	de	active
82	offline	klaus.kurz@cmsworks.com	Klaus	Kurz	klaus.kurz@cmsworks.com	en	active
103	offline	hans.hund@cmsworks.com	Hans	Hund	hans.hund@cmsworks.com	de	active
81	offline	jonas.hammer@cmsworks.com	Jonas	Hammer	jonas.hammer@cmsworks.com	de	active
101	offline	klaus.mustermann@cmsworks.com	Klaus	Mustermann	klaus.mustermann@cmsworks.com	de	active
102	offline	maximilian.munze@cmsworks.com	Maximilian	Münze	maximilian.munze@cmsworks.com	de	active
104	online	max.schmitt@cmsworks.com	Max	Schmitt	max.schmitt@cmsworks.com	en	active
2	offline	test				de	deleted
83	offline	dirk.weiss@cmsworks.com	Dirk	Weiss	dirk.weiss@cmsworks.com	de	deleted
80	offline	volker.meier@cmsworks.com	Volker	Meier	volker.meier@cmsworks.com	de	active
100	offline	wolfgang.hartling@cmsworks.com	Wolfgang	Hartling	wolfgang.hartling@cmsworks.com	de	active

administration from the user of the editors desktop

The possible actions in the user administration are the following:

	New user
	Edit user data
	Hide deactivated users Showing or hiding the deactivated user

Actions in the user administration

After a user created or changed documents the ID of the user account is connected with this document, so basically it is not possible to delete a user account (thus would result in documents having an "unknown user" flag). Nevertheless, it is possible to deactivate user accounts, that is why a filter to only show the active user accounts is accessible.

If a user account is deactivated the user cannot login to the system anymore.

As further safety option it is possible to activate a login-quota. This quota ensures that the user account gets locked automatically after a defined number of failed login attempts. If this quota is exceeded the administrator (as well as the user) will be informed by mail and only the administrator can reactivate the user's account.

For creating or editing an user the following dialog appears:

The 'Edit user' dialog box is shown with the following details:

- ID :** 104
- Login name* :** max.schmitt
- First name :** Max
- Family name :** Schmitt
- Email :** max.schmitt@home.com
- Language :** Deutsch
- Active account :** ☒
- Password :** [Empty field]
- Repeat password :** [Empty field]
- User groups :**
 - Member of :** A list containing 'Redaktion'.
 - All :** A list containing 'Administrator'.

Buttons: OK, Cancel

Dialog to edit a user account

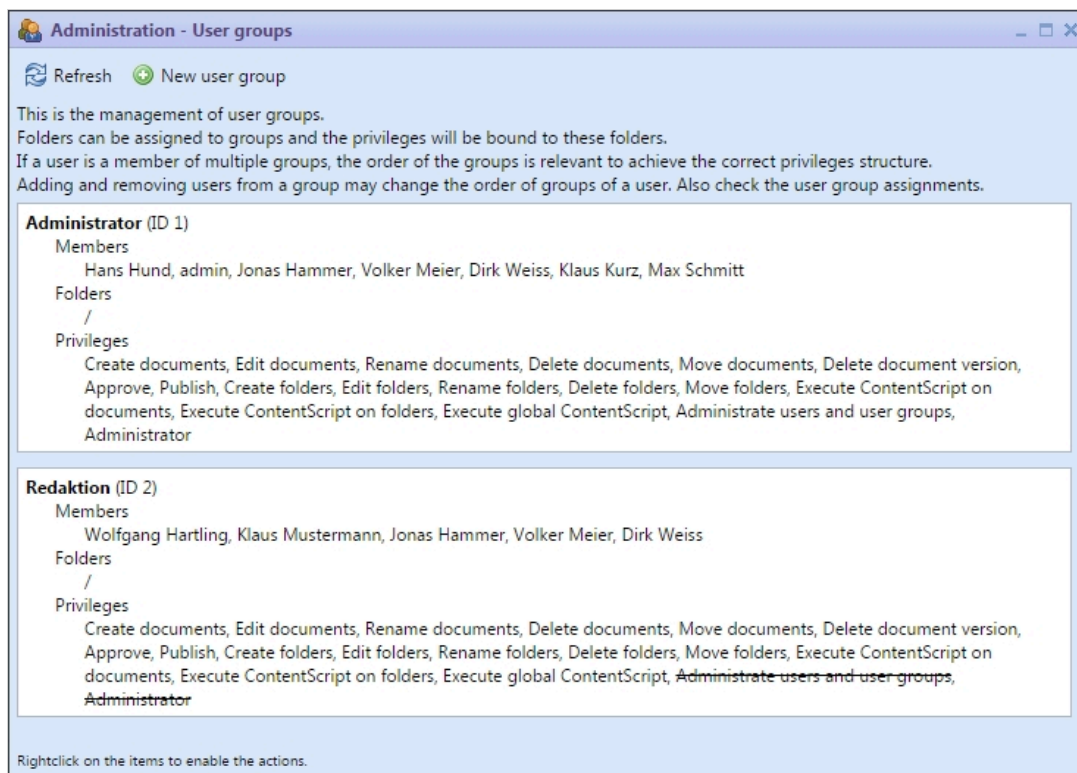
Changing the email address or the name does not require to enter the users password. Only if a new user account is created a password needs to be set initially.

The bottom of the dialog shows which user groups there are and to which of these groups the user is attached. A double click on the group sets or removes this assignment.

With the assignment to user groups sometimes the order of the group assignments is to be considered. Therefore the context menu on the user groups respectively the short cuts **Ctrl+Up** or **Ctrl+Down** can be used.

4.3 User groups

A user group defines the privileges for one or more folder which a user receives when he is added to this group. Only users with administration privileges or user administration privileges have access to the user group administration.



Administration of user groups

Possible actions for the user groups are:

	New user group	In the taskbar
	Edit user group	In the context menu
	Delete user group	In the context menu

Actions of the user administration

A group contains a clear name, a list of users, a list of folders and the selection of privileges.

With a double click on a group it can be edited.

Edit user group

ID : 2

Name : Redaktion

Folders (You may copy a folder from cmsExplorer and paste it here.) :

Path

/

Insert Ctrl+V

Remove Del

Users :

Members		All	
Hammer	Jonas		
Hartling	Wolfgang	admin	admin
Meier	Volker	Hund	Hans
Mustermann	Klaus	Kurz	Klaus
Weiss	Dirk	Münze	Maximilian
		Schmitt	Max

OK Cancel

A user group administrates privileges to folders. The users get this privileges through the assignment to this group.

To add a folder to the list of folders select and copy the folder from cmsWorks explorer. In the group editing dialog using the context menu or the shortcut **Ctrl+V** the copied folder is added.

Edit user group

Privileges: (Members of this group will have the following privileges in the selected folders.)

- ☒ Create documents
- ☒ Edit documents
- ☒ Rename documents
- ☒ Delete documents
- ☒ Move documents
- ☒ Delete document version
- ☒ Approve
- ☒ Publish
- ☒ Create folders
- ☒ Edit folders
- ☒ Rename folders
- ☒ Delete folders
- ☒ Move folders
- ☒ Execute ContentScript on documents
- ☒ Execute ContentScript on folders
- ☒ Execute global ContentScript
- ☐ Administrate users and user groups
- ☐ Administrator

OK Cancel

The activated privileges are valid for the folder of the user group and their subfolder.

All changes that are made in the user groups have an effect to the users in the changed user groups immediately. Granting privileges or withdrawing them effects even users that are currently logged in.

Deleting a user group has the same effect as withdrawing folders or privileges in a user group. User groups don't have a direct connection to documents, therefore they can be created, changed and deleted more easily than users.

5 Tipps and Tricks

This chapter supports the work with cmsWorks. It contains general tips and tricks to make the work easier.

Here the area "FAQ" (often asked questions) and "Cheat Sheets" with shortcuts for the cmsExplorer and the desktop itself can be found.

5.1 Often asked questions

The FAQ contains often asked questions and suitable answers.

I want to delete a document and receive the error message "Unable to delete..."

When deleting a document the error message "Unable to delete the latest version of the document" occurs. That is because other documents are still referencing this document from linklists or text links. That may also be from previous versions of the linking documents.

The referential integrity of the system secures that the document can't be deleted otherwise the result would be "broken links".

How can I delete a linked document ?

Remove all links from other documents to the document. After that the document can be deleted. If not all links to the document can be removed the document cannot be deleted.

I want to publish a document and receive an error message.

If a document should be published all documents that are linked by linklists or text links have to be in state published or approved too. This prevents the website from having broken links. The error dialog also lists the documents that are found not to be publishable yet that the editor can make them publishable too.

5.2 Cheat sheet: cmsExplorer

cmsExplorer cheat sheet

The cmsExplorer shows folders and documents and is basic tool to create, change and to navigate through the content structure. Use **Tab** to switch between the folder tree and the document list.

Below the listing of the shortcuts, icons and actions that are respectively possible.

	Alt+N New folder	Creates a new sub folder
	F2 Rename folder	
	Entf Delete folder	Removes the folder only if no subfolders and documents are left
	Ctrl+C Copy	Copy the folder into clipboard
	Ctrl+X Cut	"Cut" the folder from its origin place and prepare a folder-move
	Ctrl+V Insert	Move a formerly cut folder or insert/move documents from clipboard
	Favor	Remember this folder in the Favorites

Actions on folders in the cmsExplorer window

	Enter Open	Open the document window or put the already opened document window up front
	Favor	Add the document to the users favorites
	cmsExplorer	Open a new cmsExplorer window selecting the document
	Preview	Open a new browser window with the preview of the website
	Alt+N New document	Create a new document
	F2 Rename	Rename the document
	Del Delete latest version	Delete the latest version and activate the version before

	 +  Destroy	Delete all versions
	 +  Copy	Copy the document into the clipboard
	 +  Cut	Prepare a move to another folder
	 +  Paste	Move or copy the document from clipboard
	Approve	Approve the document for publication
	Publish	Publish the document and maybe all approved referenced documents

Actions with documents in the cmsExplorer

5.3 Cheat sheet: Desktop

The desktop from cmsWorks makes the work with different input windows possible and provides the search and different views to the contents.

Below the listing of the shortcuts, icons and actions that are possible in each case.

General Desktop Actions

In the desktop there are general shortcuts that work at every point on the desktop.

	 +  Activate the main menu
	 +  ,  Closes the active window
	 +  Changes to the next window
	 +  +  Opens the cmsExplorer
	 +  +  Opens the general search
	 +  +  Opens the window of the last changed documents
	 +  +  Opens the window of my last changed documents

Possible actions in the desktop

Workbook

The [Workbook](#) is a tool to rediscover contents and windows of the desktop. The shortcuts of the [Workbook](#) can be used on the desktop at any time. They open the appropriate view of the [Workbook](#).

 +  Windows
 +  Favorites
 +  Recently visited
 +  Edited
 +  Changed
 +  All changes
 +  Publications

Shortcuts to access the different tabs of the Workbook