hyper CMS Content & Digital Asset Management Server

Version 10.2

Users Guide

2024-01-12

Index

1 Introduction

The hyper Content & Digital Asset Management Server is an out-of-the-box Content and Digital Asset Management solution for internet-, intranet- and extranet-projects. It offers simple handling as well as high-end performance and enables your company to manage the entire content lifecycle with ease.

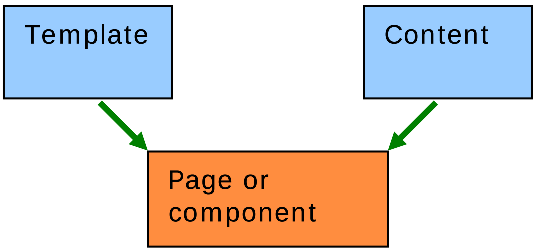
2 Architecture and functionality

The main purpose of the system is the management of all kinds of information. The system serves therefore a Content Management and Digital Asset Management solution.

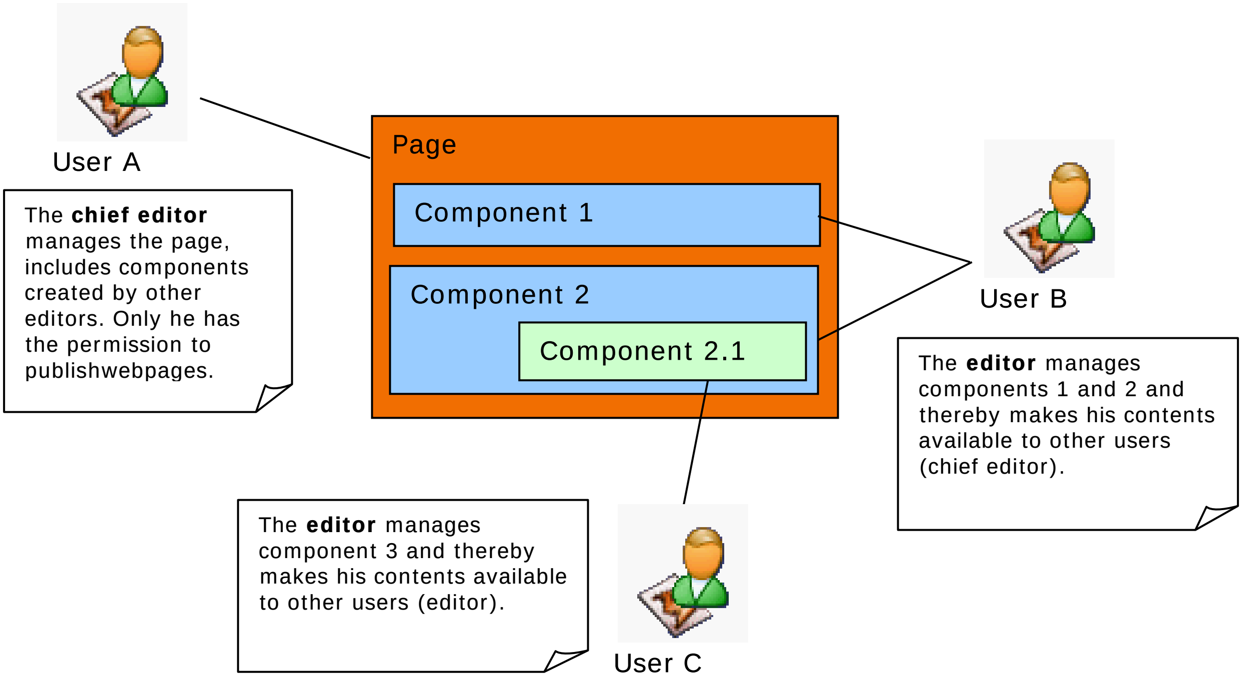
The core elements are structure, content, and design, which are stored separately from each other. This architecture provides high flexibility and efficiency in managing contents.

The structure is based on folders and can be generated, extended and changed using a simple web browser. The objects are stored inside these folders.

The design of a webpage is defined by templates, where as the content (text, images,..) is stored separately. All links between the single pages are constantly checked (link management), that's why dead links can never occur.
Changes in content of pages and templates are tracked and monitored by a version management system, which allows you to undo all changes in content at any time.



The asset or component management allows you to assemble pages from components. Components are managed separately from the pages, but have the same properties and can be reused in any other page. For example, you could create a piece of text once and reuse it in as many pages as you like.
The component concept provides high flexibility and allows setting up workflows based on your authorization concept.



The personalization of contents allows the representation of components based on a visitors profile. This can be done actively based on preferences (active personalization) or passively by tracking the users behavior on a website (passive personalization). The session management monitors the preferences or the behavior of the users and automatically shows components matching their user profile.

3 Introducing the user interface

The user interface of the system is called Dashboard. It is the workspace for all users, administrators, designers, site managers, and editors. The appearance of the user interface can be changes by using design themes.
Different users might have different permissions assigned by the Administrator. Designers have access to templates. A site manager administers the structure. Editors create and manage content.
This system enables organizations to assign certain tasks to dedicated users and to split competences according to their organizational structure or individual needs.
The user interface is completely browser-based and does not require the installation of additional software.

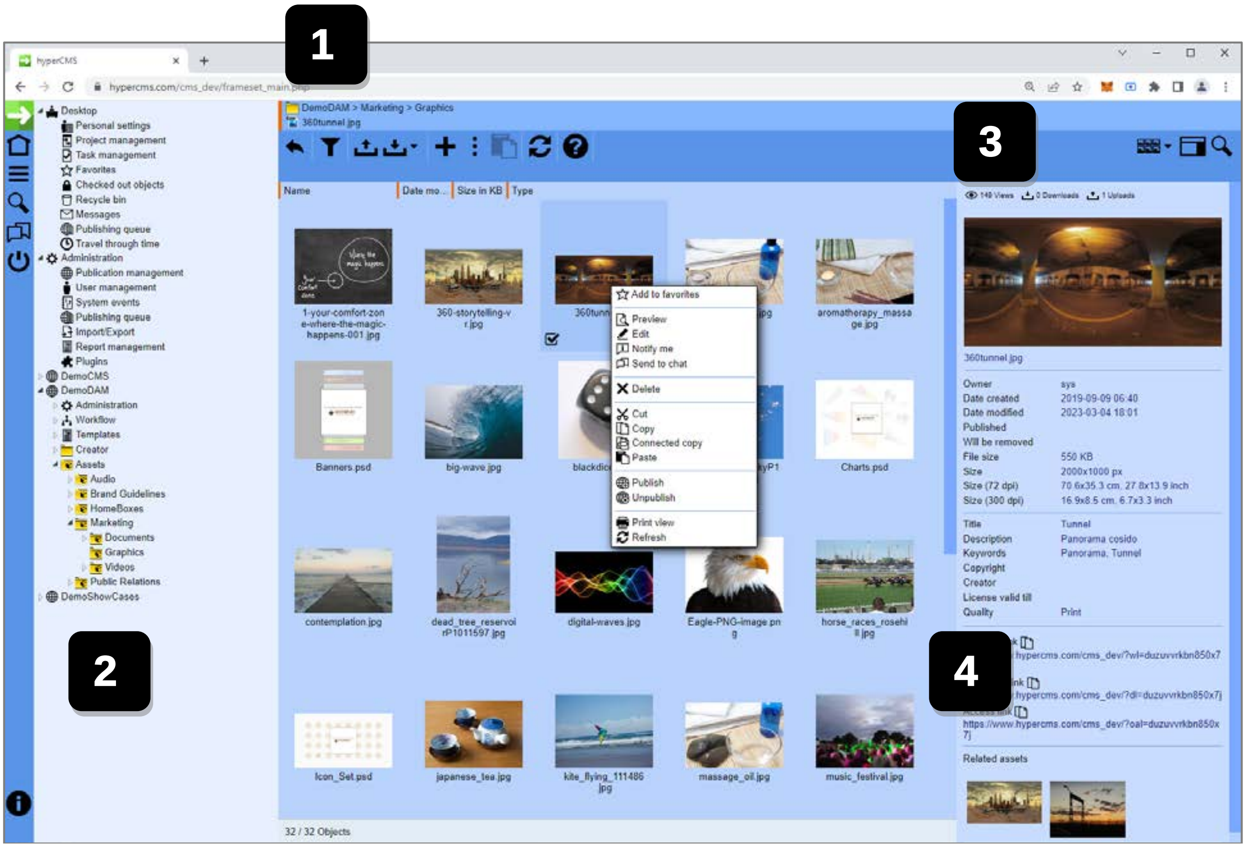
A brief overview of the essential parts of the user interface:

[1] As **Browser** Internet Explorer, Firefox, Chrome, Safari, Opera or others can be used. The system supports mobile devices, is 100% browser based, so no additional software is required.

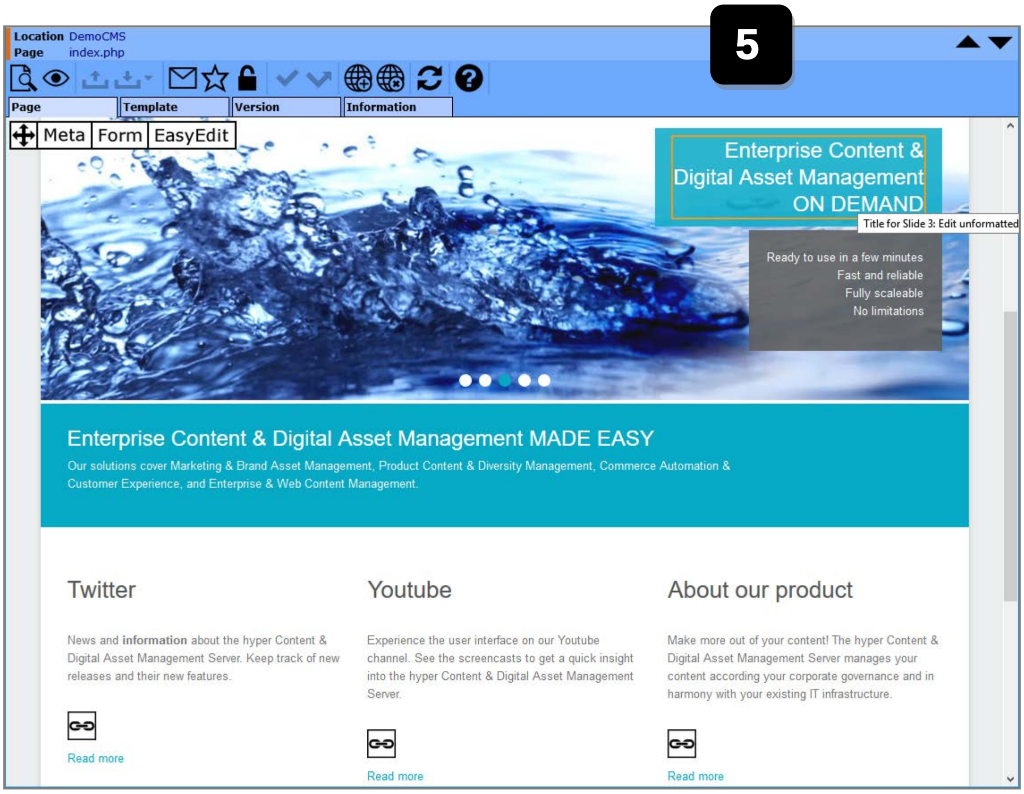
[2] The **Navigator** provides access to all functions and is always visible. Depending on the permissions assigned to a user by his group membership, one can access certain functions.

[3] The **Workspace Control** offers a tool bar to apply actions to objects.

[4] The **Workspace** provides additional information and actions regarding the chosen element(s). It acts as an object navigator and shows object in list or thumbnail view, similar to a file manager. Objects can be edited using the context menu. The sidebar provides more information and a preview of the selected object.



[5] After choosing an object in the workspace it can be opened and edited in **EasyEdit** which is a WYSIWYG-Interface (What You See Is What You Get). By one click the same content can also be edited in a form.



4 Login form

Using the system requires a standard web browser. The recommended minimum screen resolution is 1024 x 768 pixels for desktops or notebooks. The mobile edition of the system will be presented on all mobile devices automatically.

To access the system, open your browser and enter the address (URL) of the location, where it is installed (e.g. http://www.yourdomain.com/hypercms). Then the login form is displayed where you have to enter your username and password.

After logging in successfully you can access one or more publications or sites. Depending on your role (=rights assigned to your user) you can use the miscellaneous functions of the system. All available functions are displayed in the Navigator.

Please note that when Single Sign-On (SSO) is activated, your Windows user is required to log on. In this case, the system's multi-factor registration is used. This means that after you have provided your username, you will receive an e-mail with your temporary password, which you have to enter in the second step of the authentication.

5 Navigation

After logging in successfully the top navigation bar, the navigator, and the home screen will be displayed.

The top navigation bar provides access to:

- Home screen
- Navigator
- Search
- Chat
- Logout
- User information (user name and date and time in the users time zone)

The navigator in the left sidebar provides access to your workspace, where you can create, edit, and remove objects.
The main tree nodes can be expanded. By clicking the name or symbol you can open the menu tree and access the functions inside.
The range of available functions depends on the rights assigned to your user. This assures that persons assigned to a certain function can only call actions, which refer to this role. The designer e.g. can only access templates and template media. The designer can create new templates for the editors but does not have the permission to create pages or manage users. The editors again only have the permission to change the contents of the websites assigned to their role, but are not allowed to create templates and change the design of the website.

If you own full administration permissions (which means that you have unrestricted access to all functions) the navigator displays the following elements:

Home (only Mobile Edition):
Homepage with general information.

Desktop:
Manage your personal information, e.g. change your password.
Access to the project management.
Your tasks are listed chronologically in the task list and you can manage the task you assigned to other users.
Access to the management of favorites.
Access to your checked out objects/items.
Check for duplicate assets (media files with the same file content).
View the objects in the clipboard (optional feature that need to activated in the main configuration file).
Your sent messages.
Inspect the publishing queue.
The travel through time feature makes time journeys in your websites possible.

Optional Plugin (Translation Service Plugin)

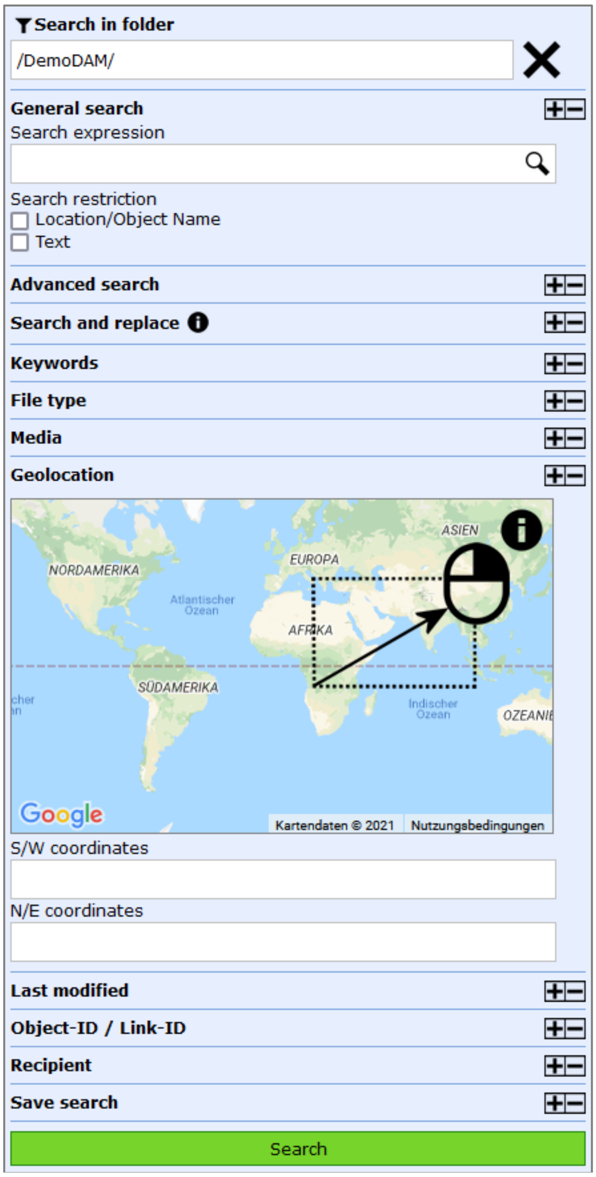
Main Administration (see Administrators Guide for details):
Here you can create, edit and remove publications and users and view the event log (server installation only).
Configuration of Plugins.

A publication includes:

Administration (see Administrators Guide for details):
Create, edit and remove user and user groups and view the event log (sever installation only).
Personalization (see Personalization Guide for details):
Create and define user tracking and customer profiles for personalized representation of contents.
Workflow (see Workflow Guide for details):
Create and define workflows and workflow scripts for creating automated workflows and publishing processes.
'**Templates** (see Template Designers Guide for details):
Manage templates for pages, components, meta data and template related media files.
Optional plugin of a publication (Test Plugin)
Taxonomy:
Display of the taxonomy structure and the assigned objects, in case the taxonomy is enabled for the publication.
Assets:
Create, edit and remove folders, components and multimedia files. Components are self-contained elements, which again can be included into pages.
Pages:
Navigate through the structure of your website. The objects inside the folders are pages or files.

The detailed search in the left sidebar gives you numerous possibilities to search for content in the system:

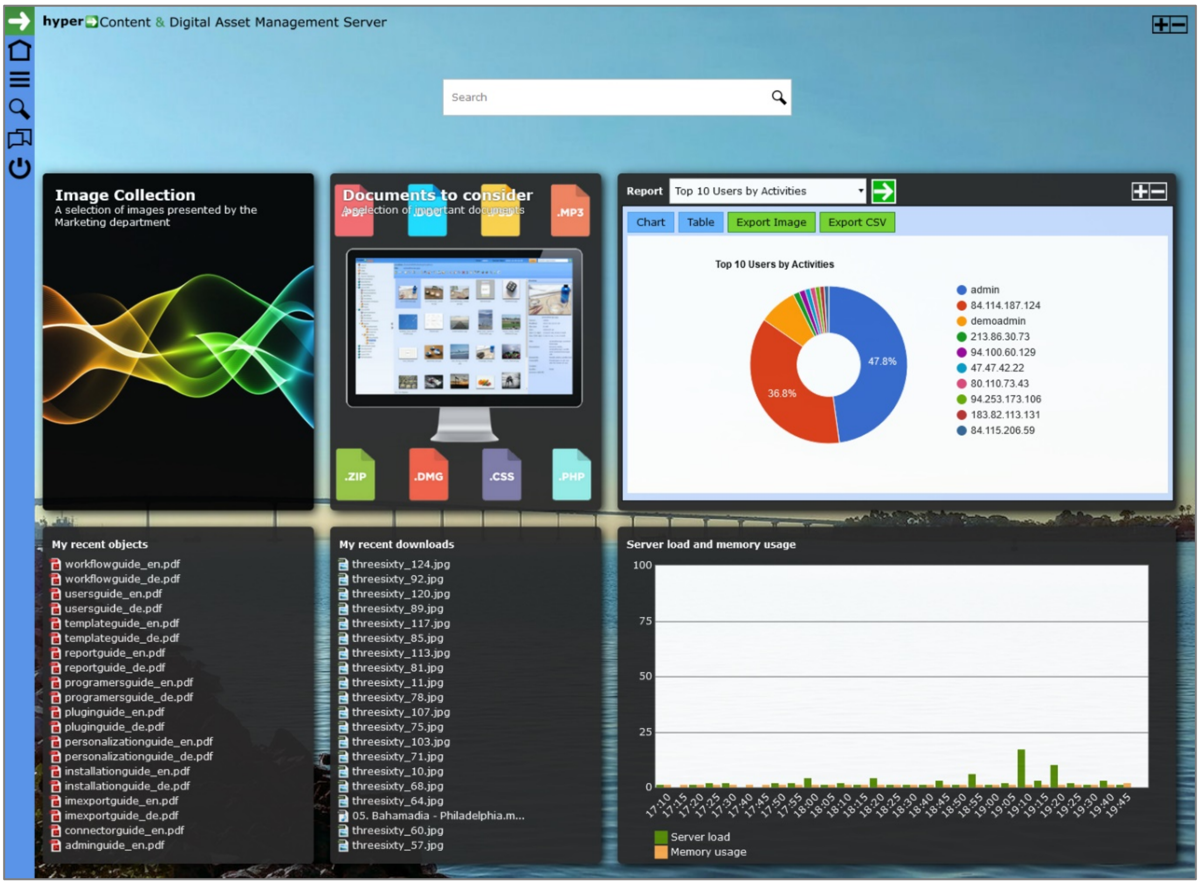
- Filter for publication or location
- General search (fulltext search)
- Advanced search for values in fields
- Search and replace
- Keyword
- Search for file types (audio, components, documents, images, pages, videos)
- Search for media based on their properties
- Geographical search
- Modified date search
- Search for the ID of objects
- Search for recipients of objects
- Saved search parameters



The following chapter describes all functions of the desktop in detail. You will learn about all functions (e.g. defining new structures, creating new pages, managing content) and the connection between the Navigator and the desktop.

6 Home

The Home page will be displayed after the logon. It provides various information that can be defined by the user (plus-minus-icon top right) or managed centrally. The information boxes will display news, the recent edited objects of the user, the latest tasks of the user, and usage statistics.

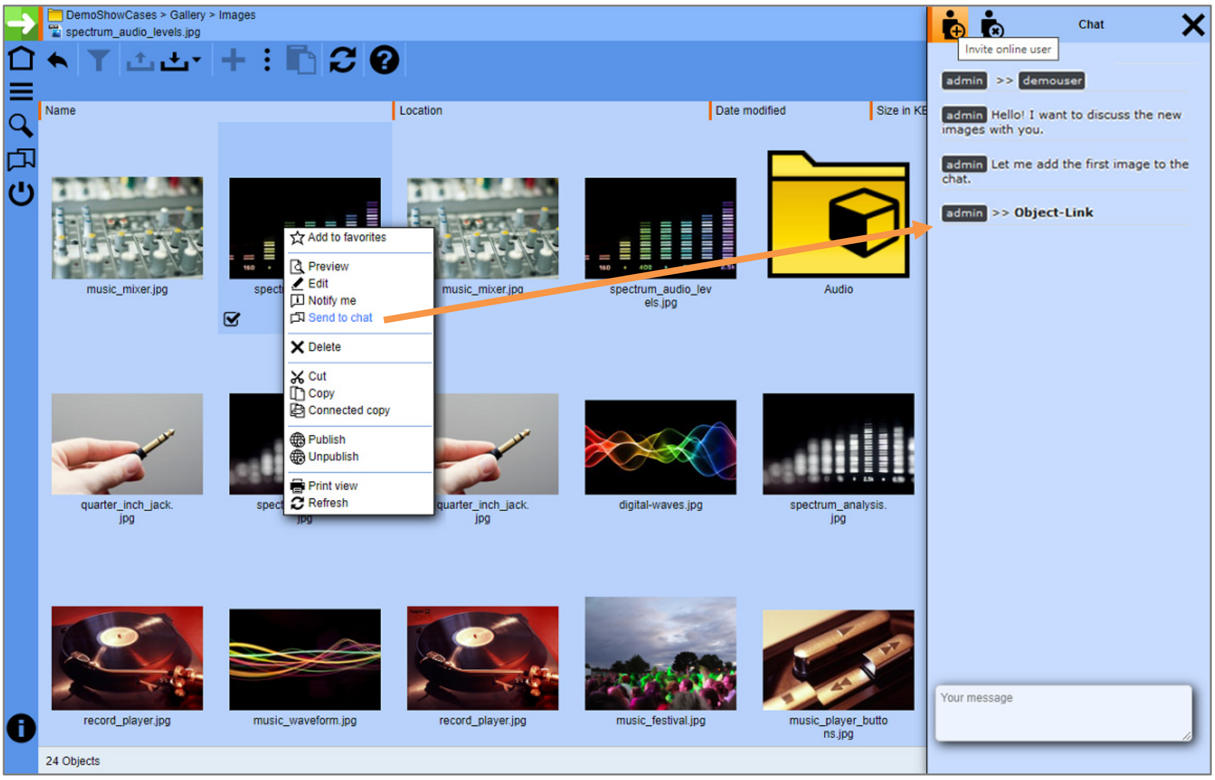


In addition to the standard information boxes of the system, individual information boxes can also be created, if this is made possible in the main configuration of the system, see setting $mgmt_config['homeboxes_directory'] = "HomeBoxes".

The directory or folder defined in the setting must exist for the storage of the individual information boxes under "Assets". After that, any number of new boxes can be created in this folder using the “System-HomeBox” template. The information of the box includes a title, a description, and a link to an image that simultaneously provides the link to the position of the image and all the objects in it. A newly created box is available to all other users of the publication after its publication. The users can select the new box on their home page.

7 Chat

The chat enables the user to communicate with other online users. Besides the text-based communication, also objects can be added/sent to the chat by using the context menu. The other participants can open the object by clicking on the provided link.
Other online users can be invited to the chat. The chat window will then be opened automatically for those users.

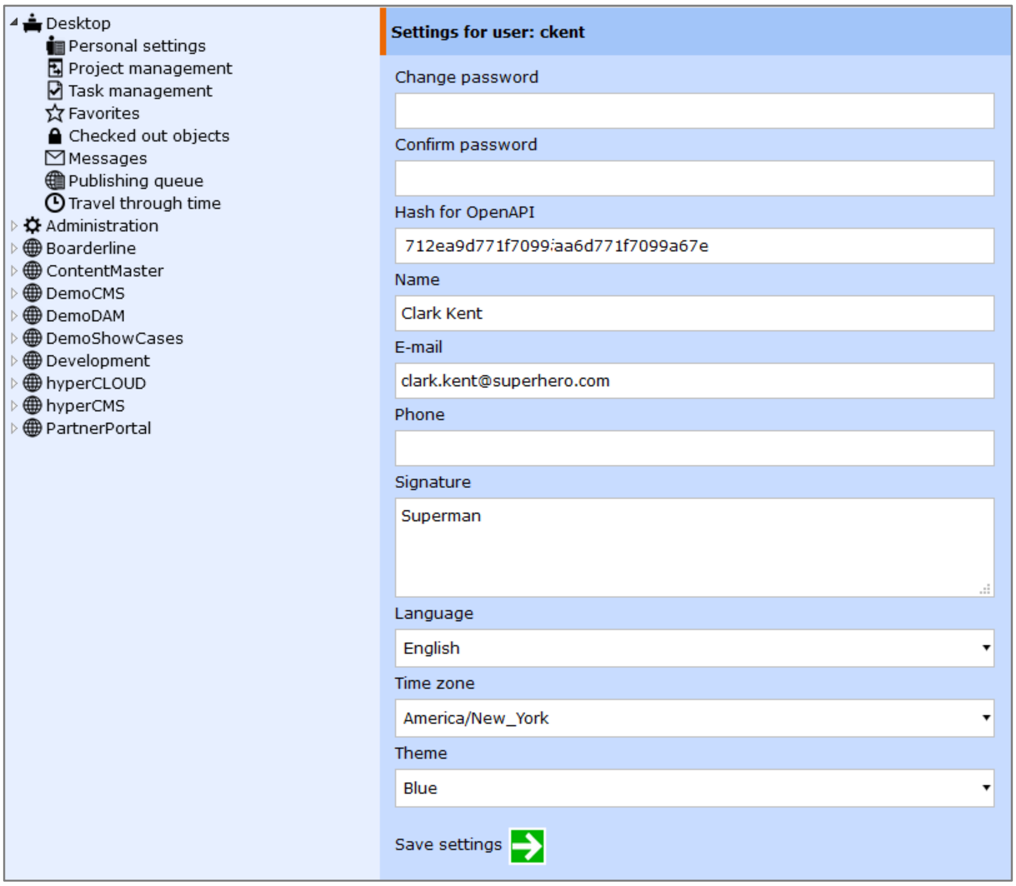


8 The Desktop – Your personal area

The personal Area, represented through your username in the navigator, includes your personal settings, such as name, password and e-Mail-address and your task list.

8.1 Personal settings

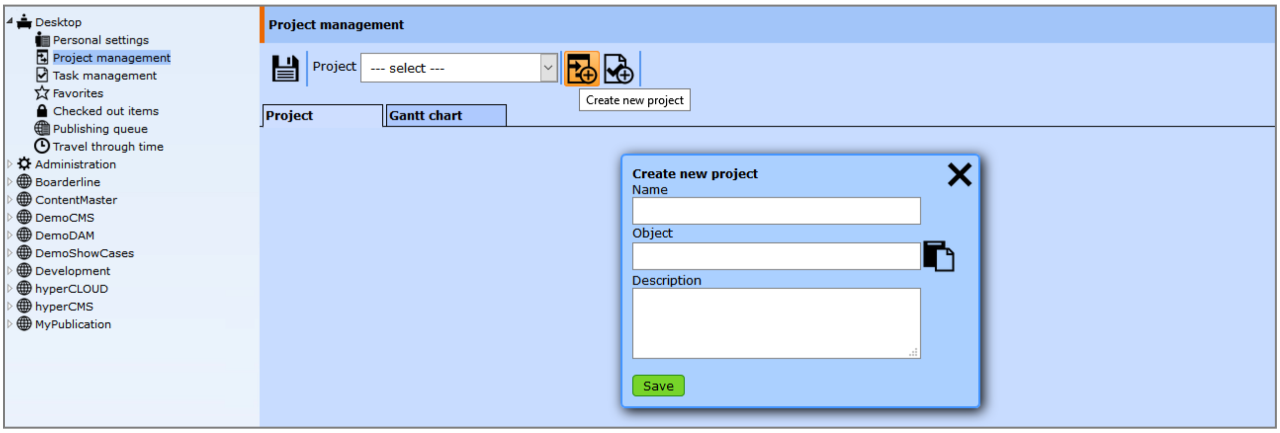
By clicking the „personal settings“ icon in the navigator you can access your personal settings:



Here you can change your password (Don’t forget to confirm it!), your name and your e-Mail address.
In addition you can find a list of available languages in this area. After changing the language of the interface and refreshing the page the entire dashboard is changed to the selected language.

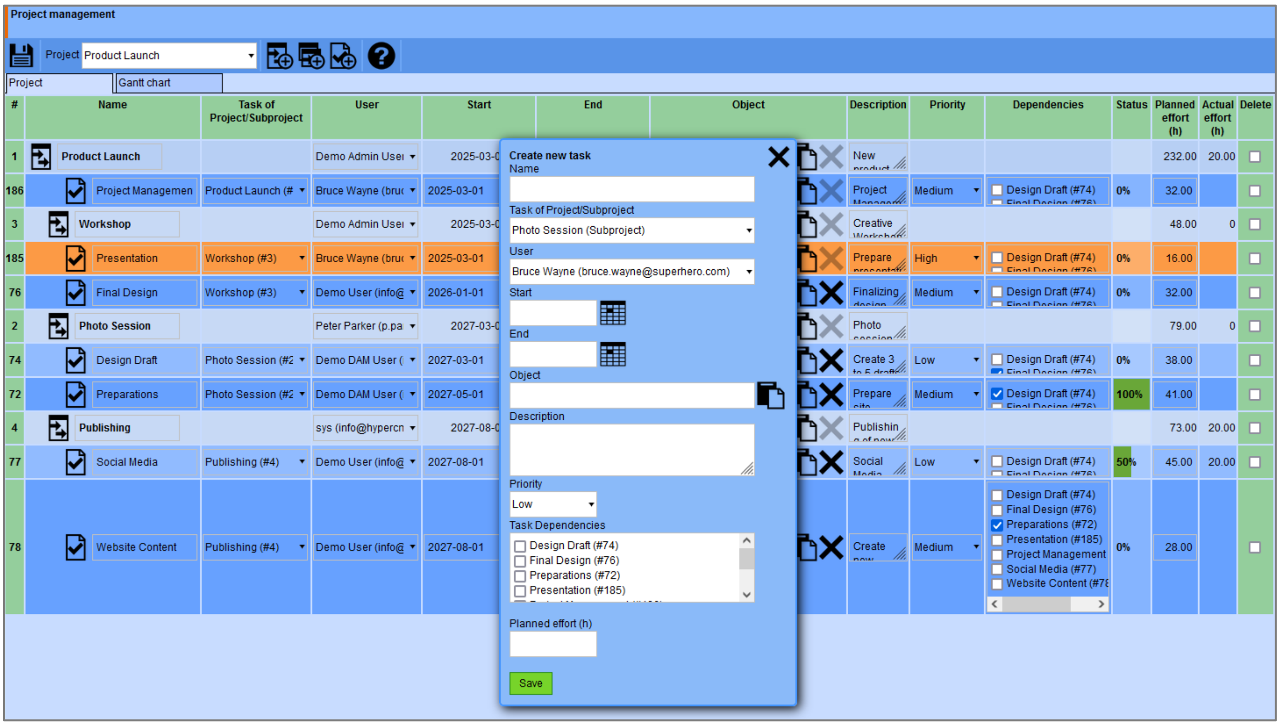
8.2 Project management

With the help of project management, project managers can plan and monitor projects. The first step is to create a new project, which is done by clicking the button named “Create new project”. In addition to the project name and an optional short description, a previously copied object (folder, page or asset) can be inserted. For instance, this can be a folder with the project documentation.



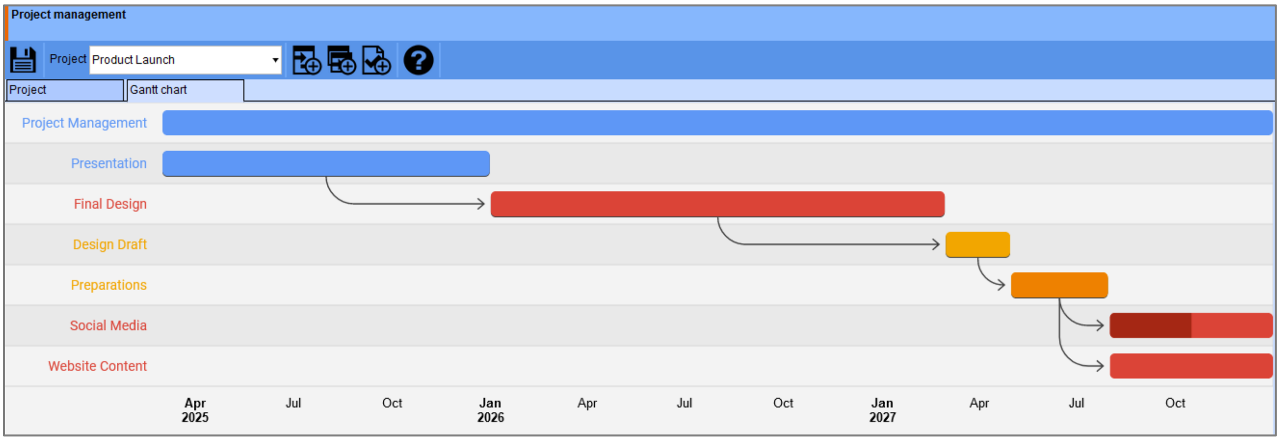
A project can have multiple subprojects, the process is similar to creating a new project. Again you can assign any object or folder to a subproject.

The creation of new tasks requires more, however, optional entries. In order to monitor the project in the context of project management, a user should be assigned, a start and end date, and the planned workload should be defined. The priority is the importance of the task and will be displayed by the background color of a task as well.



In the tabular display, you can change the grey framed values at any time. Do not forget to save the changes of the project using the save button.

The work progress and the time invested in the project and subprojects will be presented as well in the tabular representation of the project.
The Gantt chart displays the tasks and their work progress also graphically. If dependencies between tasks have been defined, these are shown with arrows in the diagram.
The same bar task color will be used for the same user (resource).



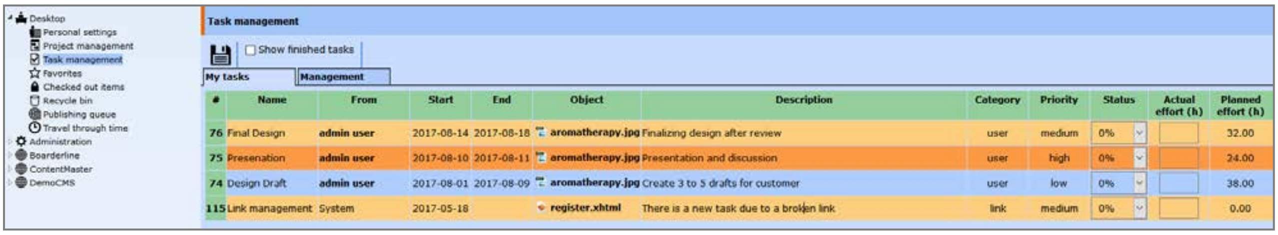
The task management performed by the project participants is an essential part of the project management. It allows the project members to manage the tasks assigned to them and to report the status of work.

8.3 Task management

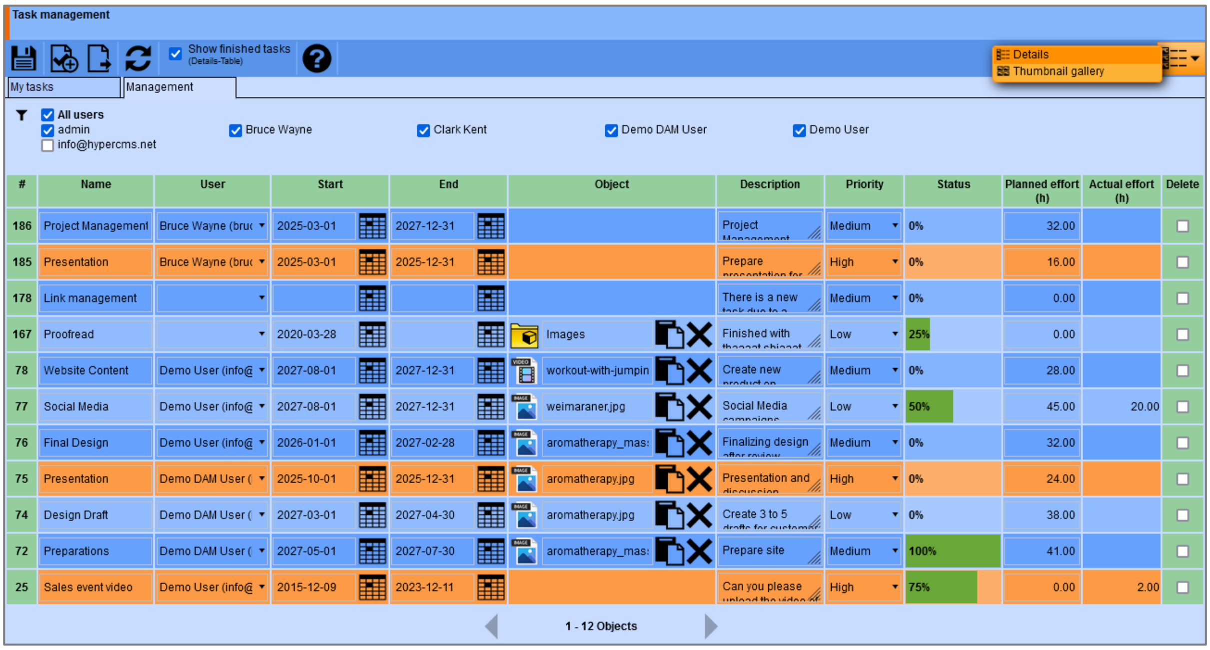
In task management you can view all tasks assigned to you, create new tasks, and manage the tasks which you have assigned to by other users.
Tasks can be created automatically by the system in case of certain system or workflow events. For instance, when a user removes the page or component that you referred to in one of your objects, the hyperlink in your pages will be deactivated and you will be notified automatically.
Tasks can also be assigned by users. For example, a manager can assign tasks to his team members and link them to certain objects.
New tasks can be created when sending messages to other users, if a new task has been enabled.
If the e-mail notification is activated in the system, each user automatically receives a message regarding new tasks and the completion of tasks.
Each task can be assigned one of three priorities: high, low and medium. The different priorities are color-coded in the task list. If the date of completion of a task is exceeded, it will be displayed in a signal color.
All tasks are sorted chronologically based on the continuous task ID.
The background color of the line indicates the priority level of a task (low, medium, high). If the end date of a task has been reached a warning color will indicate that.
The status of a task can be set in percent. Finished tasks (100%) can be hidden in the task list. Activating the checkbox in the tool bar will display the hidden tasks again.
Users can set the time they spent working on the task in days or hours (based on the system setting).

If a task has been assigned to a certain object and user, the user will not only have access to the task in his task management, the task will also be displayed in the object itself. The user can report the work status in the task management or the object assigned to the task.

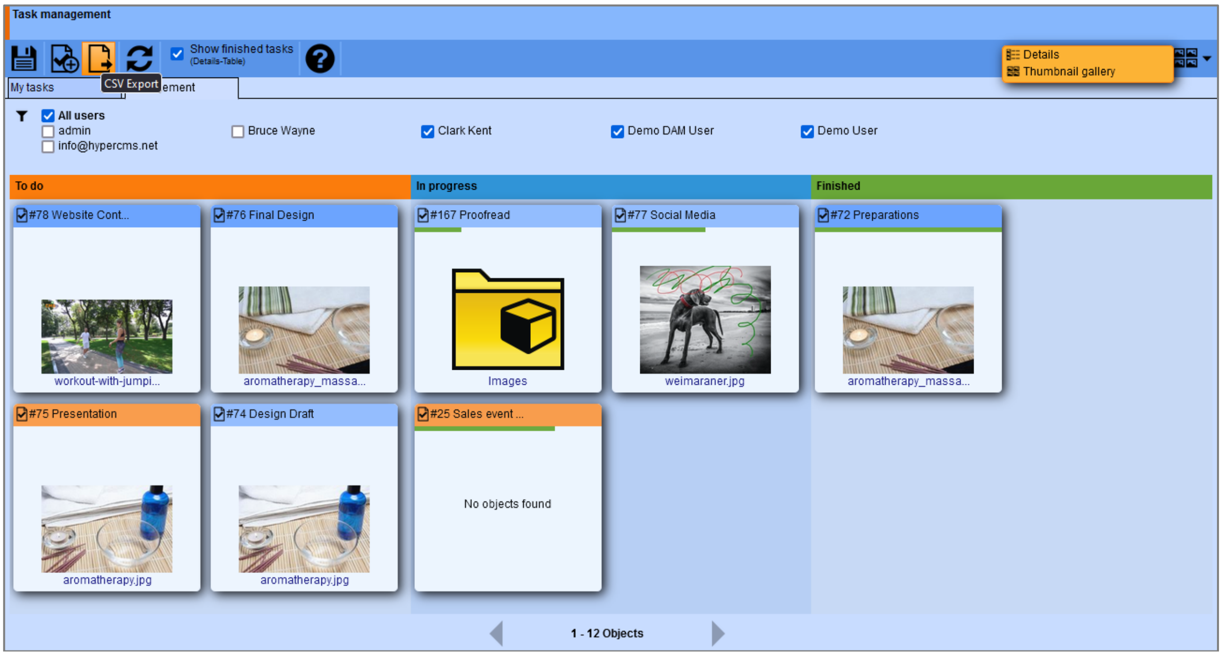
Tasks of a user in the first tab:



Manage tasks assigned to other users in the second tab:

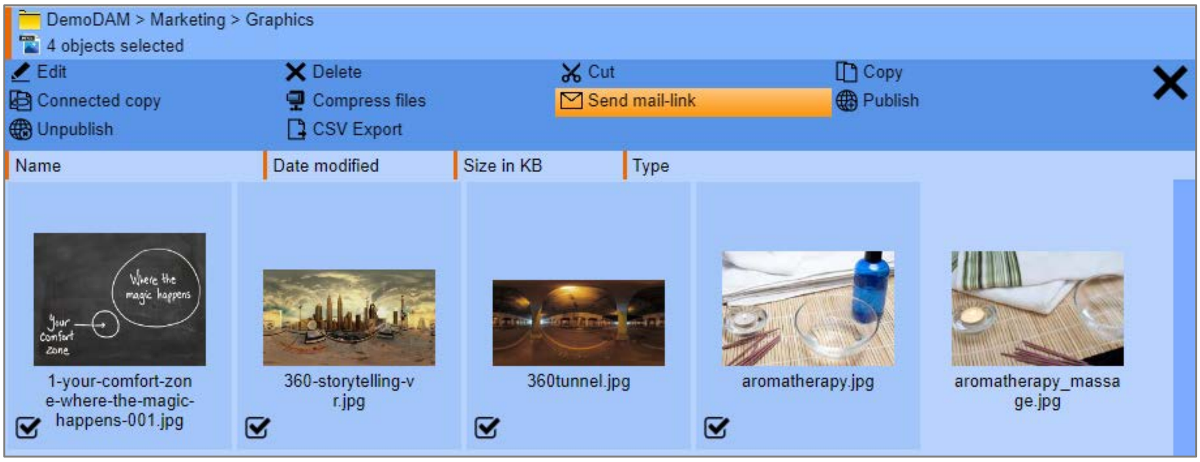


In addition to the detailed list view, a thumbnail gallery view in Kanban style is also available via the right button in the toolbar for both tabs. This view shows the tasks according to the phases "New tasks", "In progress" and "Finished".
The tasks of the selected tab can be exported as CSV data. All you have to do is click on the export button.

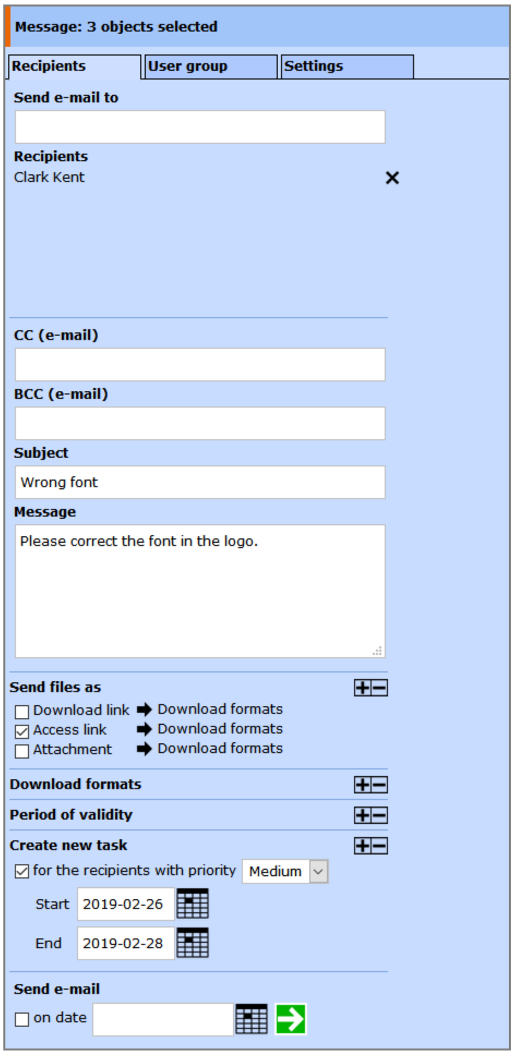


Creating a new task manually:

To create a new task, you can use the task management or the “Send mail-link” function available from the tool bar after you click on “Action” represented by the 3 dots symbol in Assets or Pages.



Add one or more person’s names to the receiver field to assign the task to users. Next check the “for the recipients with priority”- checkbox and select one on the three available priority levels. You can also define a start and end date for the new task.

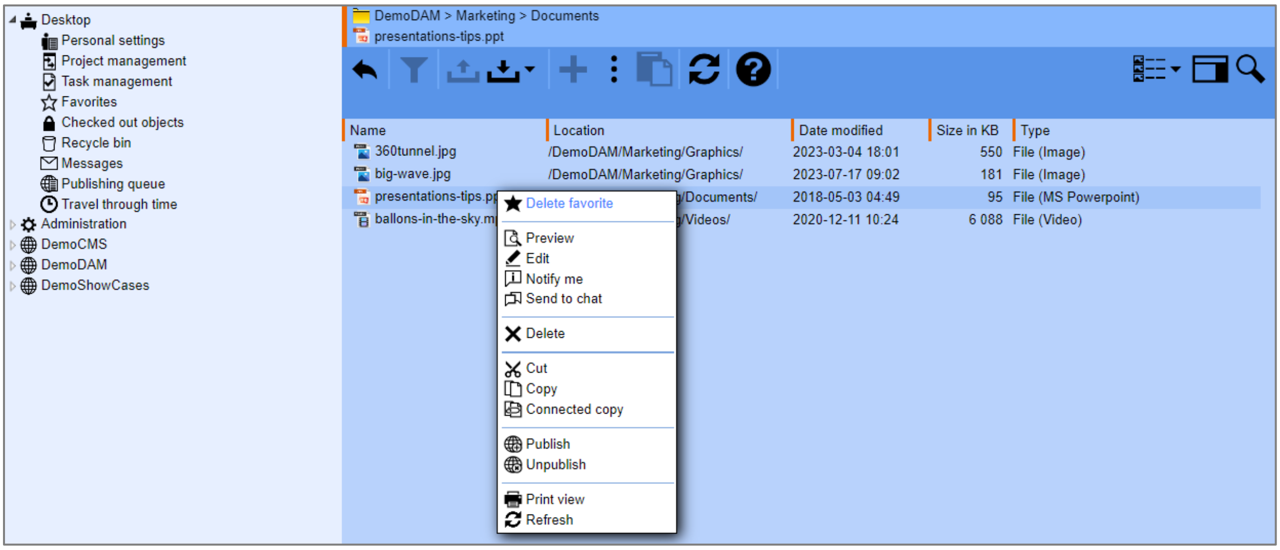


8.4 Favorites

If objects have been added to the favorites, they will be displayed in the list of favorites of the logged in user. This way, a user always has central access to all his favorite objects.

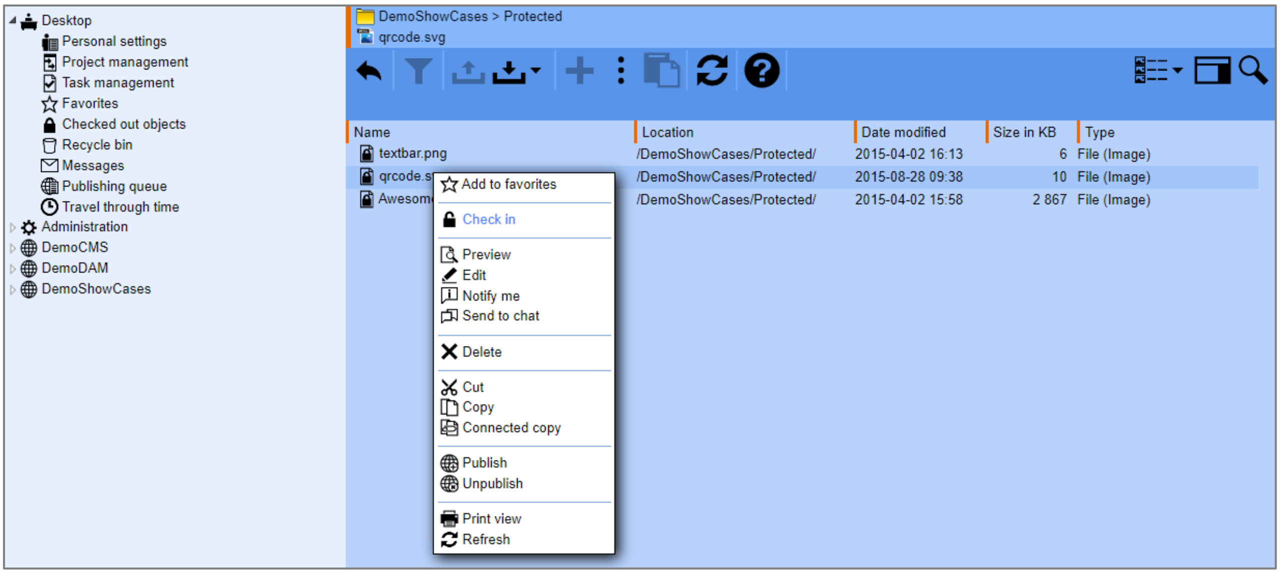
The objects can be removed from the favorites. To do so, select and right-click the respective objects to open the context menu and choose „Delete favorite“.
Objects which are opened for editing, can be added or removed from the favorites via toolbar actions.

By left-clicking an object with your mouse you can mark an object and handle it via the functions of the toolbar. Alternatively, you can handle objects via the context menu, which can be opened by right-clicking an object.



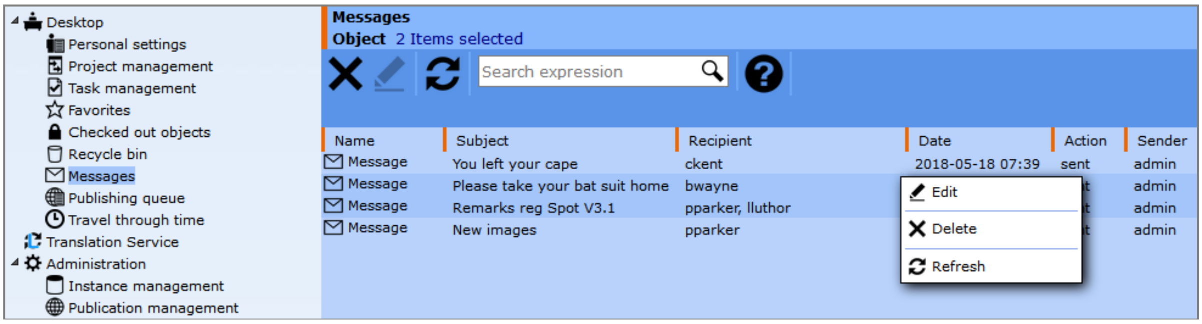
8.5 Checked out objects

If objects are checked out for exclusive editing, they will appear on the list as “checked out items“. That way users always have an overview of the documents locked (checked out) and can check them in again to allow other users to edit them.
By checking objects in, others users will be able to edit them again. To do so, right-click the respective object to open the context menu and choose „check in“.
Objects, which are opened for editing, can be checked in or out via toolbar actions.



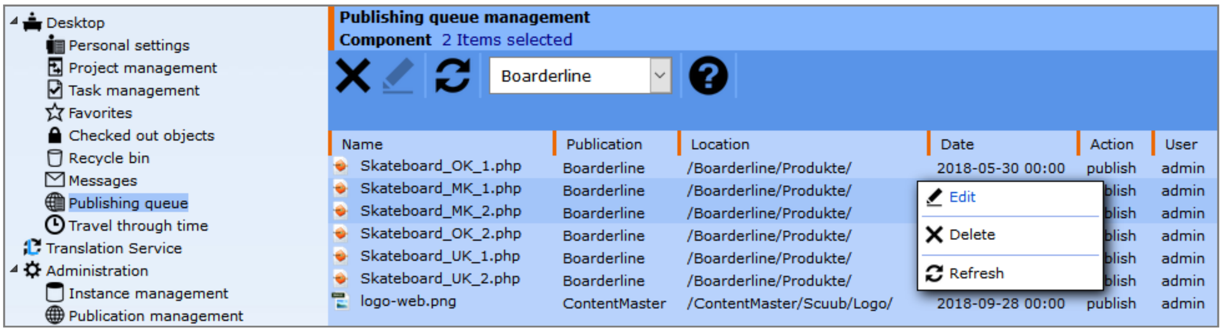
8.6 Messages

All sent messages of the user will be saved and displayed. The messages can be opened and reused again, and can also be removed. The search can be used to find messages. The search will look in the subject, the message body and the recipient user names.



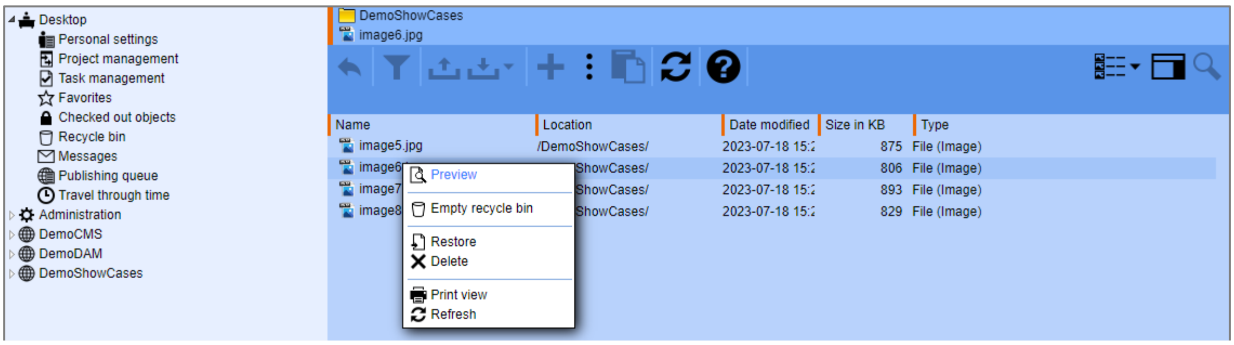
8.7 Publishing queue

All objects that are processed at a specific time are listed in the publishing queue. Should the processing not be desired anymore, e.g. the publishing of an object at a scheduled time, the object can be removed from the queue.



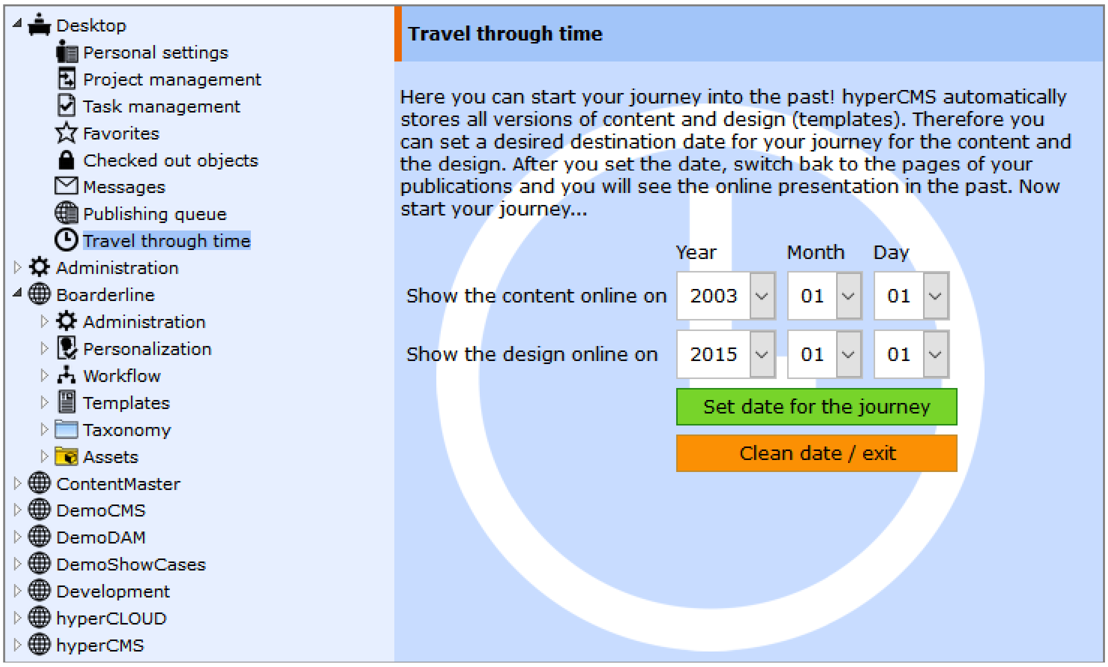
8.8 Recycle bin

If the recycle bin is activated in the system, all deleted objects are placed in the recycle bin. Deleting objects in the recycle bin will finally delete them from the system. Objects can also be restored from the recycle bin. Use the context menu to restore objects or to empty the recycle bin (all objects will be deleted).
The system automatically empties the recycle bin after a defined number of days.



8.9 Travel through time

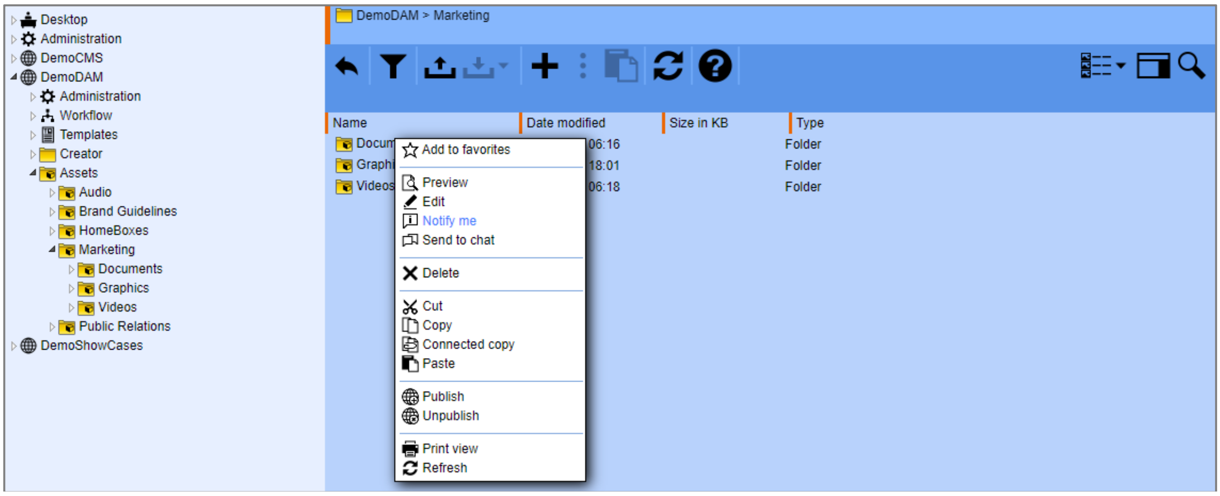
This function of the hyper Content Management Server makes time journeys possible. Content and design can be controlled separately from each other. Just select a destination date for the time journey and travel through your publications as if you were in the past. The online publications will remain unaffected by this time journey.



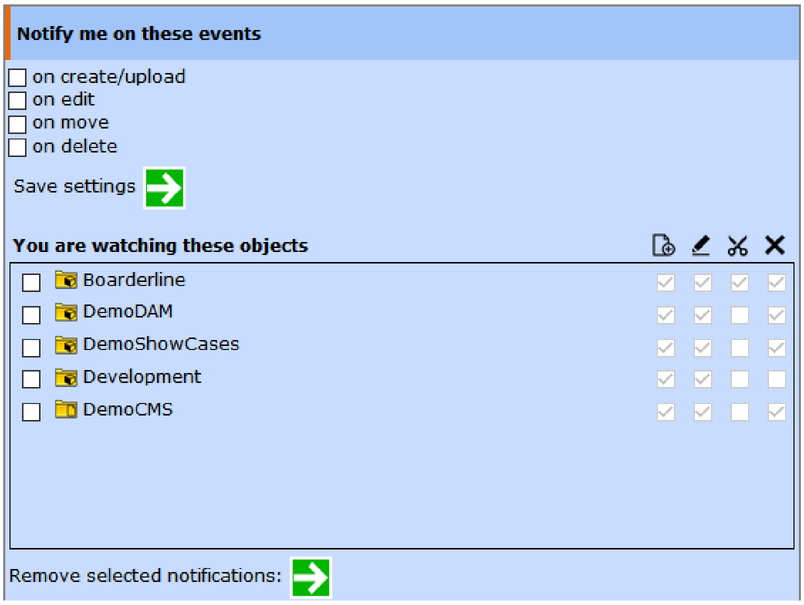
9 Automatic notifications

If you want to be notified as soon as a certain object has been changed, created, moved or deleted you can define an alarm using the notification feature of the system.

To do so right-click on the object to be monitored and select “Notify me”.



A new popup will be displayed where you can define which actions should be monitored. This popup also shows you a list of all objects currently monitored by your user.



10 Managing content

A website is an optical and/or acoustical presentation of content in a structured form.

We have to keep these 3 elements in mind:

- Structure
- Design
- Content

The structure defines the information layout, the design defines the appearance and the content consists of the actual information displayed (text, images, videos, links, etc.).

10.1 The basics of content management

10.1.1 The architecture of content

In order to organize content, folders are the first step to provide some basic categorization.

To organize large amounts of data and information in a structured way it is recommended to use folders, just like in any other file management system (e.g. Windows Explorer).
You can arrange the content systematically by using folders, for example by subsidiaries (different languages), by business units (marketing, product management, ...) or by products.
You can also change existing structures as well by moving or renaming folders.

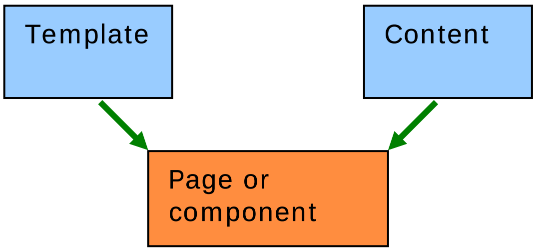
The link management system monitors all changes in structure and updates references automatically. You don't have to edit the links used in the pages manually after changing their location on the publication. The system provides highest flexibility and enables you to quickly respond to changes inside your organization.

Another important point regarding architecture is the distinction between the management environment and the live-environment. When an editor changes the content of a webpage, the changes do not affect the content of the live-system (the website as it is shown to the visitors) until the page is published. A page can be unpublished as well, which means that it remains in the management environment, but is no longer visible on the live-system and other editors cannot set links to this page.

10.1.2 The architecture of a page

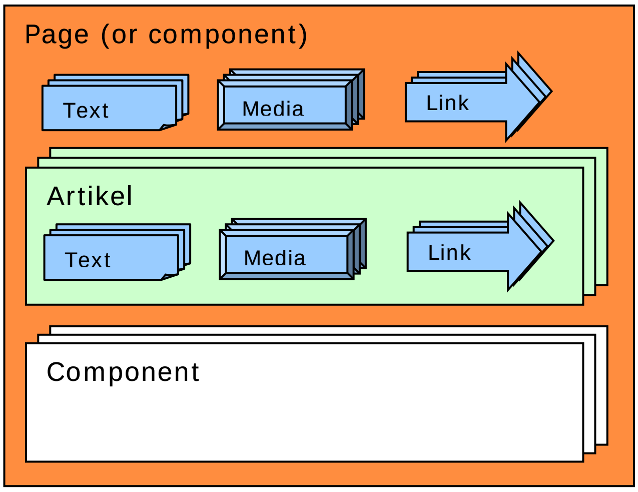
The following information targets the editors of web pages. The same principle is also used to manage multimedia content (files) but it is not of relevance for users regarding Digital Asset Management.

When an editor creates a new webpage they can chooses a name for the page and a template. The template defines the design and the editable elements of the page as well as the structure of the content, which is assigned to the page as an XML object. A page or a component is defined by its content (XML-Format) and its layout (template).



A page can consist of multiple elements, which can be manipulated by an editor. Elements can be plain text, images, hyperlinks and components. But also articles can be defined within this page, which again consist of the same elements.
Elements underlie additional management. According to this, articles can be set active, inactive or managed by schedule.

A page can include one or more components. Components behave just like a page and consist of the same elements but are managed independently from the content structure. Components are displayed on the website when embedded into a page.



Components offer high flexibility in managing a website. They are created separately from the actual page and managed independently and integrated into a page dynamically. Therefore components can be integrated in as many pages as you like without causing redundancies.

Example: An editor wants to include contents of other editors into his page. He cannot edit contents managed by other editors but he can include their contents into his own. Thereby he doesn't have to edit these contents since the actual author updates them. If an author deletes a component it will be removed automatically from all pages where it was included. In this case an editor receives a message with a notification that the component has been removed, which allows him to set appropriate action.

Components cannot only be embedded into pages, but also into other components.

10.2 Setting up the folder structure

Speaking about Content Management, we have the management of a website in mind which consists of pages and folders. With the Digital Asset Management, the multimedia files and component folders are most important.
Pages and components are treated independently from each other but can go together in website projects.

Before the definition of your project, you should plan its structure in detail. Especially in large projects requiring multilingual contents and a persistent corporate design, structuring the contents is important. You should take your time to plan the project before taking any further actions.
Think about the chapters in a book. To manage contents and information effectively, it is important to set up a well-engineered structure. You divide all contents into categories to find them easily at a later time. The single pages of the website represent the content. They are stored in folders, which are comparable with the chapters of a book.

The structure build by the use of folders is not only important for the categorization, but also for access control. The user access permissions are also based on these folders.

Setting up a component structure is identical to building a page structure. Component structures are commonly used by Digital Asset Management, while page structures are used for website projects.
The following explanations apply to pages and assets/components.

To access the content, choose the respective menu item in the navigator. All folders that comply with your access permissions are displayed in the menu tree. Like in a file manager you can now browse through the website and access the single pages. The „back"-button takes you back to the parent folder. When you click the folder symbol all contained subfolders and pages are displayed.

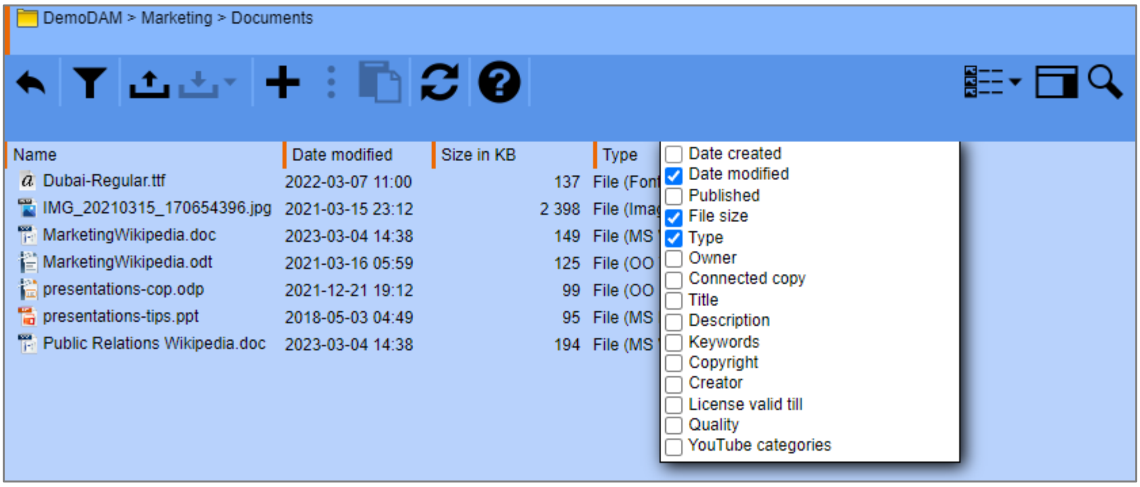
While browsing, the current path (=your position) is displayed in the workspace bar as well as description of the currently chosen object (folder, page or any other file). Below you can see the toolbar, which gives you access to all available actions associated with the selected object. The number of available actions depends on your permissions.

10.3 Workspace tools and features

Browsing the component- or site structure of your publication the workspace control always displays your current position and the selected object (folder, page or component). Below the path display you can find the toolbar with offers multiple functionalities.

Depending on your permissions and the properties of the selected element (folder, page,...) the icons in the toolbar are set active or inactive.

With the help of the context menu of the column headers in the detailed view you can define the information or columns for the list of objects:



You can also change the column width with the mouse or you can sort a column by clicking on the column header.
The Alt key can be used to switch to download links in the view for copying and pasting images and links in e-mails. The background will change to green.

In addition to the toolbar, the following keys or key combinations can be used:
Ctrl + S ... save content or settings
Ctrl + A ... select all objects
Ctrl + X ... cut selected objects
Ctrl + C ... copy selected objects
Ctrl + Y ... linked copy of the selected objects
Ctrl + V ... paste objects
Del ... remove selected objects

Areas of objects can be marked by dragging the mouse and holding the left mouse button at the same time.

Multiple objects can be selected using the following buttons:
Ctrl ... select objects with a mouse click
Shift ... select a row of objects with 2 mouse clicks

The following keys can be used for the drag and drop of objects in another folder using the mouse:
No key ... cut and paste
Ctrl ... copy and paste
Alt ... linked/connected copy and paste

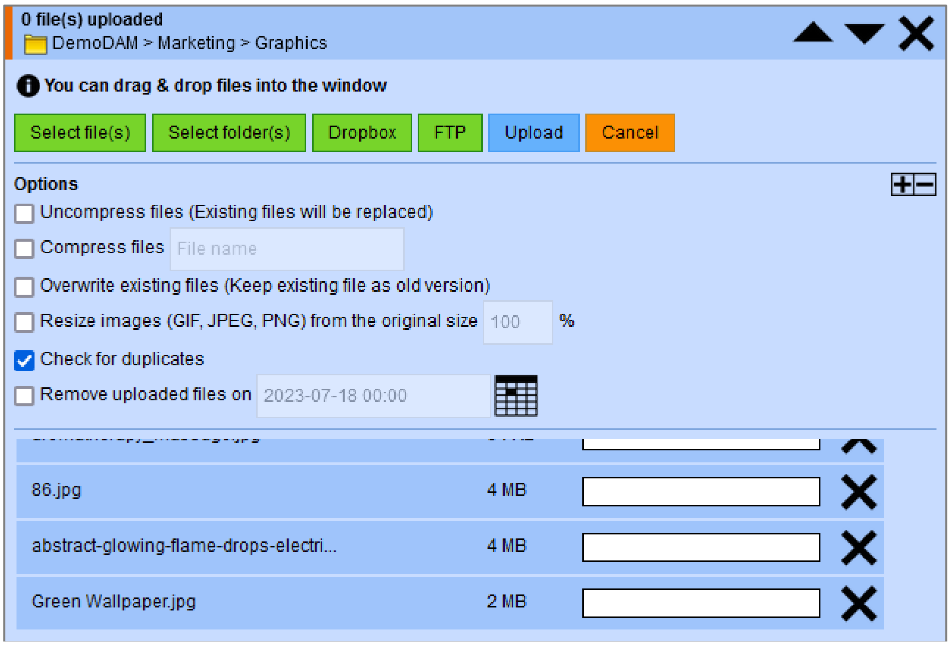
Symbol	Explanation
	Go to parent folder
	Filter for file-types
	Create new folder or object, Import CSV data
	Further actions (opens the submenu with further actions)
	Preview the selected page or component
	Live-view of the selected page or component based on the current publication
	Search for similar images based on their primary colors
	Create a ZIP-file including the selected multimedia files
	Extracting the contents of a ZIP-file (a folder with the name of the ZIP-file will be created)
	Send an e-mail including a link to a folder or an object to an existing or new user of the system. This function is primarily used for Digital Asset Management, to allow external users to access multimedia files.
	Send link to a folder or object to the chat
	Create a new folder. An input field is displayed in the workspace control, which requires setting a name for the new folder. After confirming by clicking „OK“ the folder will be created as a subfolder on your current position (path).
	Create a new page or component. Choose a template and enter a name for the new object. After clicking „OK“ the new element is created and ready for further editing.
	Edit the selected page, asset, or component
	Rename an existing object or folder. Enter the new name in the input field and click „OK“ to save the new name.
	Removing the selected object (folder, page, component or any other file). After clicking „OK“ the file will be removed from the folder.
	Cutting the selected object (page, component or any other file). After clicking this button the selected object is available in the clipboard and can be pasted into any other location.
	Copying the selected Object (page, component or any other file). After clicking this button the selected object is available in the clipboard and can be pasted into any other location.
	Copying the selected object (page, component or any other file) with a reference to the content of the object (linked/connected copy). If the content of the original file changes, the content of all bound copies changes automatically. After clicking this button the selected object is available in the clipboard and can be pasted into any other location.
	Pasting an object (file, component or any other file). Copied or cut files are pasted from the clipboard to the current location.
	Upload a file from your hard drive. Select a file and click „OK“. The file will be stored in your current position (folder).
	Download of Multimedia files
	Checking out and locking a page or component for exclusive editing
	Checking in and unlocking a previously checked out page or component
	Accepting contents after review and forward it to the next instance in the workflow
	Rejecting contents and sending them back to a defined instance in the workflow
	Publish the selected page or component. After publication the object is available online and other users can link or integrate it.
	Unpublish the selected page or component. After clicking this button the object is no more available online. All links to this object are removed automatically.
	Search in current location
	Upload a CSV file for the import of metadata/content for objects in the same location
	Export all data of the selected objects
	Refresh view
	Access help
	Change from detailed list view to different sizes of the thumbnails view
	Activates the sidebar which displays a preview of the selected object on the right border of the explorer

10.4 Creating new pages and components

Use the navigator to get to the location in the folder structure or component structure where you want to create a new object. Now you can create a new page or component using the toolbar as explained in the table above. Select a template and a name for the object and click „OK“ to create it. The object is now displayed in the workspace but is not yet online, which is indicated by its greyed-out icon. Until the object is published, it is not available in the live-environment. Other users cannot link unpublished pages or integrate unpublished components into a page.

10.5 Uploading files

Files of all kinds, like images, videos, office documents, can be uploaded using the file upload manager that can be accessed by the upload icon in the toolbar.
The files will be stored in the system at the chosen location. The multimedia asset not only represents the file and a preview, but also meta information.
Depending on configuration of the system, a user can upload local files, files stored in a Dropbox account or from FTP servers.
Files and folders can be selected. If folders are added by selection or drag & drop, all subfolders are also created and files are uploaded.



For mass uploads, compressed files (ZIP-files) can be uploaded. If the checkbox “Uncompress files” is activated, the uncompressed content of the file will be extracted, including folders, files and their meta information.
On the other hand, the selected files can also be combined into a single ZIP file using “Compress files”.

Existing files can be replaced by the new files, whereby the old version of the file is retained, provided that version control has been activated in the system.

Certain image formats can be changed in size when they are uploaded.

The system will look for file duplicates if the option "Check for duplicates" is enabled. If duplicates of the same file will be found, the system will warn the user. Then it is up to the user if this option will be disabled and the same file will be uploaded again to the system.

Uploaded files can be automatically removed again on a certain date and time. These objects will be shown in the publishing queue of the system.

Video files will be converted to small streaming videos for preview purpose. Thumbnails of all kind of image formats will be created. The content of PDF and MS Word documents will be indexed for the search in text-based content.
The multimedia files can be linked to or directly integrated into a page or component as image, flash movie or video file.

Large files are transferred in 10 MB chunks to both bypass network settings limits and allow resumable file uploads.

Resumable file uploads

To enable resume file uploads, leave or set the $mgmt_config['resume_uploads'] setting to true in the main configuration file of the system config.inc.php.

An upload that was aborted can be continued again.
This requires that at least a chunk of the file (10 MB) could already be uploaded.

This makes sense for very large files if there is an interruption for various reasons, such as:

- Browser was closed by mistake
- Browser crashes
- Connection to the server was lost

You can continue the upload up to 24 hours after the interruption.
The same user must select and upload the same file again in the same location/path.
If there is already a fraction of the file with the same name in the same location/path and by the same user, then the upload will continue where it left off.

10.6 Import of content or metadata

If you want to import content or metadata, you can provide a CSV (Comma Separated Values) file. It is important that the CSV file provides the name of the object or the Container ID as the first column title and the content IDs used in the templates for the content identifier as column titles. Most likely you will have the file name and not the unique container ID that the system will create whenever a new object is created.

This is an example of the metadata definition in a metadata template. This has been defined by a user with permissions to create and edit templates in the system.
Keep in mind that each content or field is defined by an ID, e.g. id='Title'. You can provide the "Title" by typing it in the corresponding field or by the import of the content stored in a CSV file.

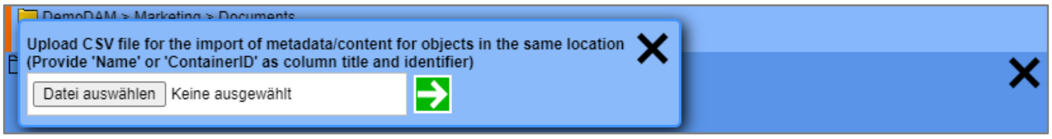
Metadata template definitions:
*[hyperCMS:textu **id='Title'** label='Title' infotype='meta']*
*[hyperCMS:textu **id='Description'** label='Description' infotype='meta']*
*[hyperCMS:textk **id='Keywords'** label='Keywords' infotype='meta']*

The CSV file must have the following structure:

Name;	*Title;*	*Description;*	*Keywords*
"flowers.jpg";	*"Red roses";*	*"A field full of red roses";*	*"Roses, Red, Flowers, Field, Nature"*

Locate the objects in your system and click on the "Create" icon represented by the plus symbol that opens the submenu. Click on "CSV Import".

Now you need to provide the CSV file.



After the import you should see the imported content in the fields of the objects.

10.7 Workplace Integration

To use the Workplace Integration, the corresponding module must be installed on the server. Note that the Free Edition does not include this module.

10.7.1 Setup as a network drive

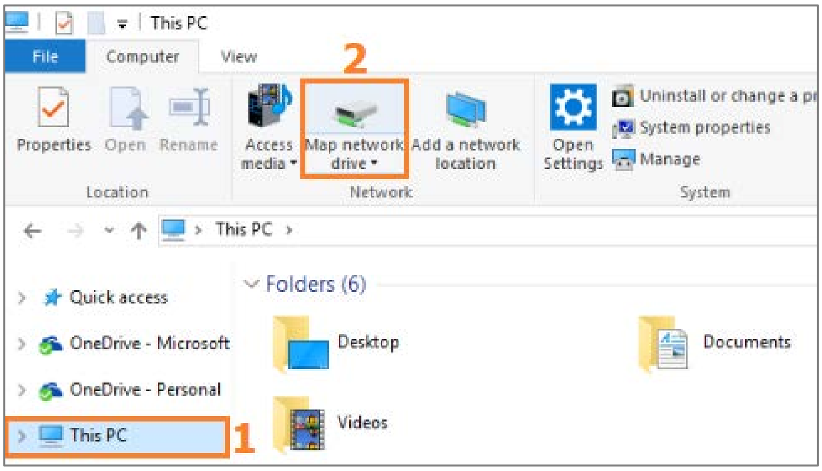
The Workplace Integration enables you to manage multimedia files directly from your local file manager.
The WebDAV-standard allows users to edit files, e.g. Adobe files or MS Office documents directly. This way, files can be opened, edited and saved like they are in the local file system. The download of the file for editing and the upload is not necessary, since the file can be saved directly in the application. Copy, cut and paste is also supported.
In addition, virtual download (name-dl.htm) and access link files (name-dl.htm) can also be provided, which can be included as attachments in e-mail messages, e.g. in MS Outlook. This way the file will not be attached in the e-mail, instead a link for downloading or accessing the file will be included. This setting must be enabled in the respective publication, see Administrators Guide.

Attention: Please note, that the file manager may create a new file and remove the original file when copy and paste is used. This means that the history/versions of the pasted file will be lost!

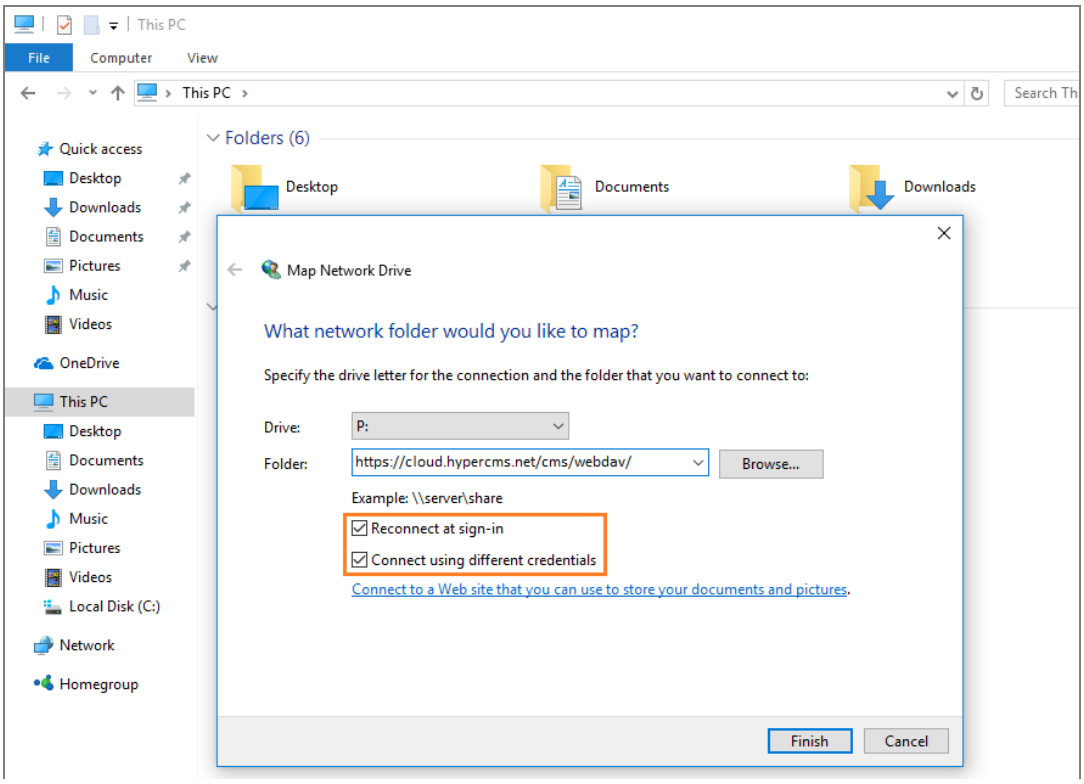
Integration in a file manager:
If the system was configured for the WebDAV access, the system can be integrated in a standard file manager, e.g. MS Windows Explorer, as a network drive to gain access to all files.
Please keep in mind that not all functionalities of the browser interface of the system are available.

WINDOWS 10 Explorer – How does it work?

1. Simultaneously press the [Windows] and [E] keys so that the Explorer opens. Click on "This PC" on the left. Click on the "Computer" tab at the top and select "Connect network drive".



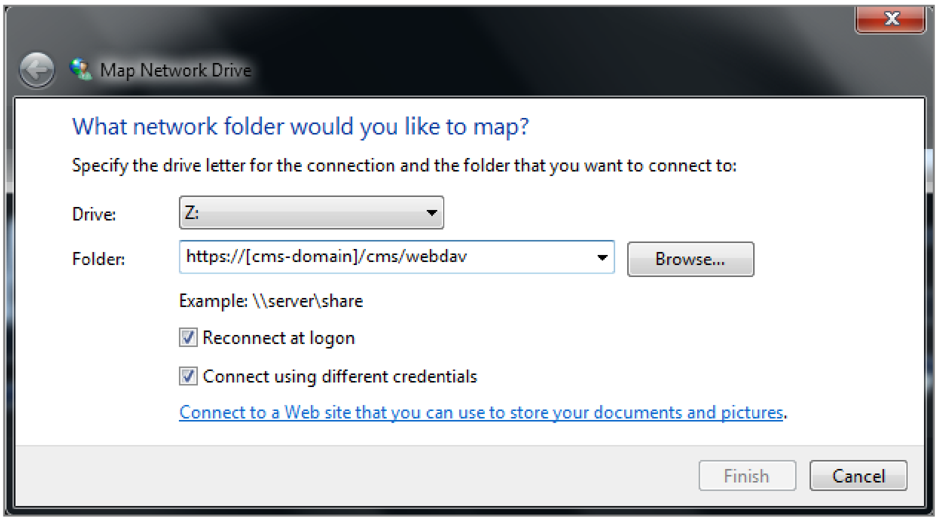
2. Select the desired drive letter and enter the path of the storage:
https://cloud.hypercms.net/cms/webdav/
Make sure that the network drive is automatically reconnected and that you log in with your hyper Content & Digital Asset Management Server user credentials.



3. Click the "Finish" button to get to the authorization. Enter the correct user name and password for the hyper Content & Digital Asset Management Server here. If you confirm this step, the network drive is integrated and is visible in the Explorer next to the hard drives.
In the case of an LDAP/AD connection to the system, please note that a password change will only take effect once you have logged into the browser and your new password has been synchronized.

WINDOWS 7 - How it works?

1. Before you can use this feature, you need to set your password once again. You need access to the option "Map network drive..." in the "Tools" menu of Windows Explorer, which can be opened using the Alt-key in Windows 7.
2. After that you proceed like shown in the screen below and fill in your user name and password in the new window.

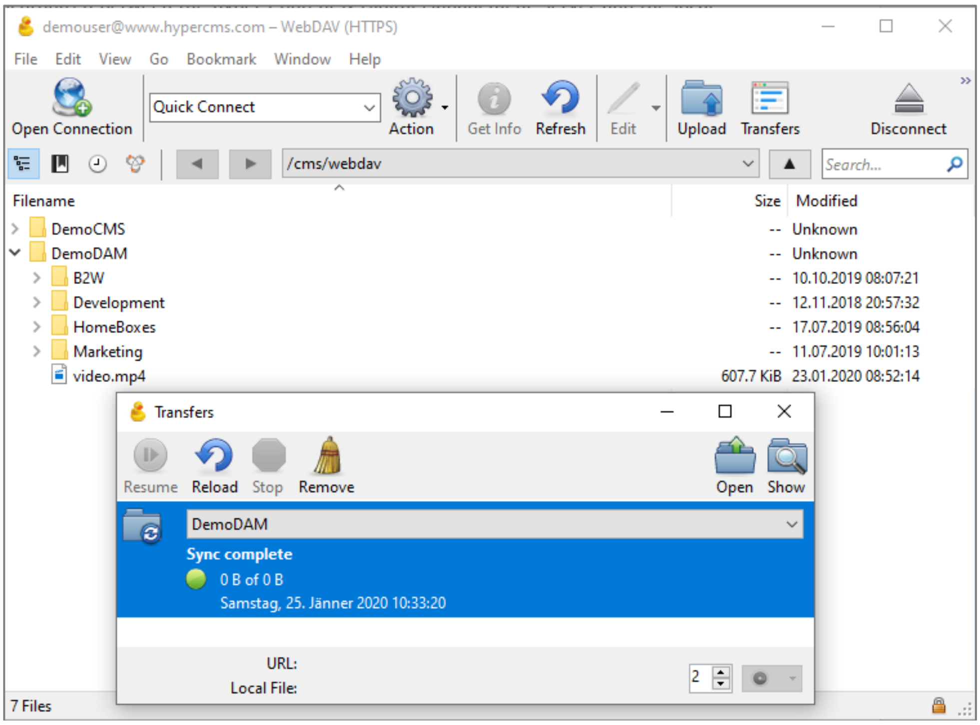


3. Now you should be able to access the network drive.

10.7.2 Synchronization of files

In addition to the direct access to the files in the system, the files can also be synchronized between the hyper Content & Digital Management Server and the local drive. The advantage is that you can work with the files even without a network connection and synchronize them again when you have a connection to the server again. The same also works on mobile devices with the help of a WedDAV client app. There are several free apps in the app stores that you can use.

There are a variety of WebDAV clients, e.g. the free software CyperDuck (https://cyberduck.io/), which can be downloaded and installed free of charge for all common operating systems. The software can synchronize the files without the integration as a network drive.



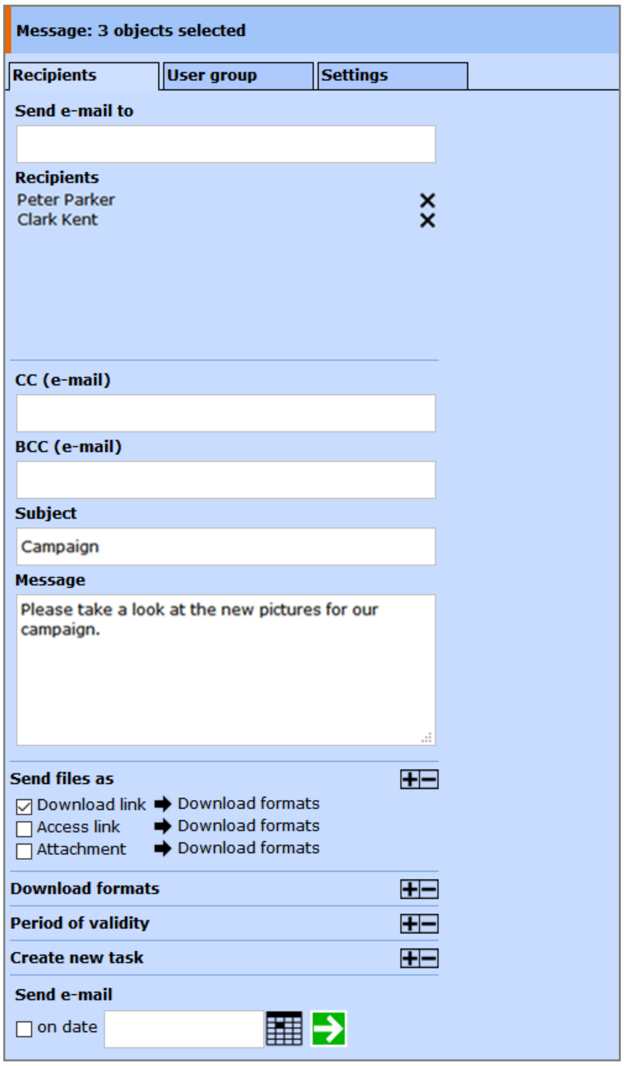
Another free software would be FreeFileSync (https://freefilesync.org/) to enable synchronization of files from two drives. To do this, however, the system must first have been integrated as a network drive. Afterwards, FreeFileSync can be used to set up the synchronization of the files.

10.8 Sending files via e-mail

10.8.1 Send mail function

To send links to files or folders you can use the mail functionality of the system. You can select existing users or all users of a certain group as recipients. Simply enter the first characters of the users name into the "send e-mail to" field and the system will show you a list of all users with a similar name.
It is also possible to send an e-mail to a new user by the given e-mail address. In this case a new user with the name "User" + timestamp will be added to the system. Therefore, this option should only be used for external users that don‘t use the system regularly.
Of course the fields copy, carbon copy, subject and the message itself can be filled in.

Exists a user group with the name “default“ in the system, then this group will be used for all new users or existing users without access permissions to the location given by the link in the e-mail. The user group “default“ must also include the access permissions to a certain location in the system in order to grant a user access.
If there is no group named “default” then all new users must be assigned to a given group. Existing users without access permissions will not get access if the group "default" does not exist.



Sending options:
You can make files accessible via 3 different options.
The first option sends a download link via e-Mail. After the receiver(s) clicked the link, the default Browser will offer the sent file(s) as a download.
The second option sends a temporary access links via e-mail. After clicking this link, the default Browser will show the file explorer containing the sent file(s). It is taken into account if only a single file or entire folders have been sent.
The last option sends the selected file directly as an e-mail attachment to the receiver(s). This option is not available for entire folders and should only be used for sending small files.

Download formats:
The Formats-tab allows to define download formats for the selected files. For “download” and “attachment” you can define only one specific file format. For “access” links you can define one or more formats.

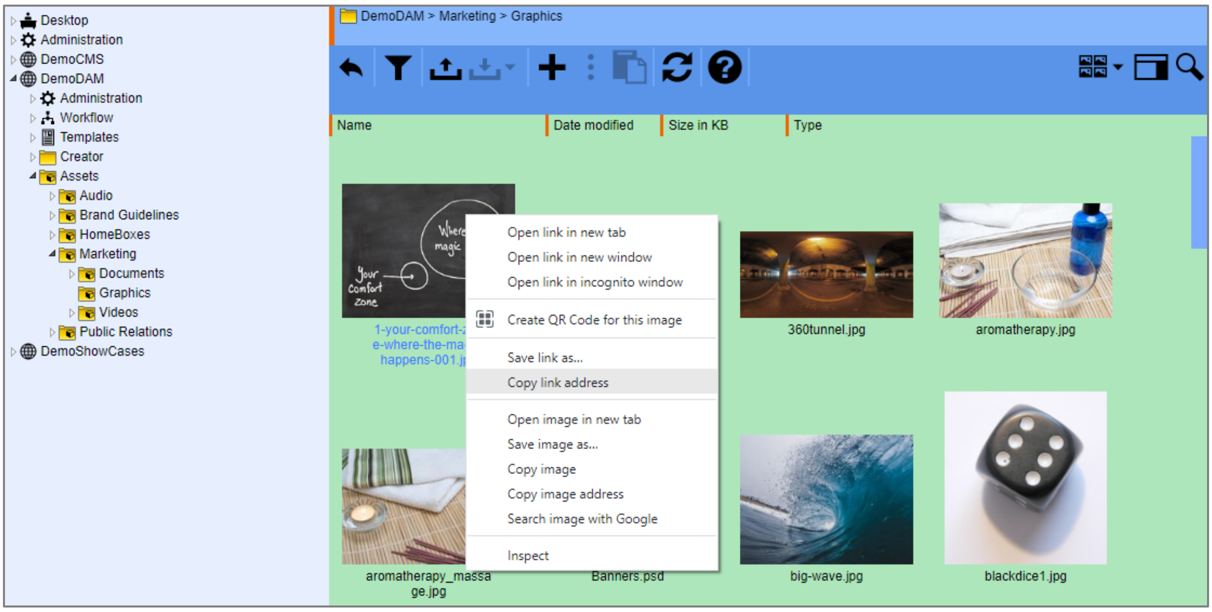
Period of validity:
If you want to restrict access to the file, a period of time in days and hours can be set. This restriction applies only to download- and access-links.

Create new task:
A new task for the users can be created optionally. A priority (low, medium, high) as well as a start and end date can be defined for the task. This will trigger an e-mail notification and reminder for the users working on the task.

Send e-mail:
You can also optionally set a date for the e-mail to be sent.

10.8.2 Integrate download links into an e-mail message

You can integrate files into a message of any e-mail client (e.g. Outlook) without the Workplace Integration by using the Alt-key in the object explorer. The background will change its color to green and you will be able to right click any object and copy the download link. You can also mark objects and copy & paste them into your e-mail message.



10.9 Editing objects

To edit an existing page or component choose it from the list of contents in the folder on the workspace. You can open the object for editing using the icon in the toolbar as explained in the table above or by right-clicking the file and selecting the edit function from the context menu.
After choosing an object all available functions are displayed on the toolbar. Pages, as well as components or any other file are opened in EasyEdit Mode in a new browser window. The icon beside the filename shows the format of the file.

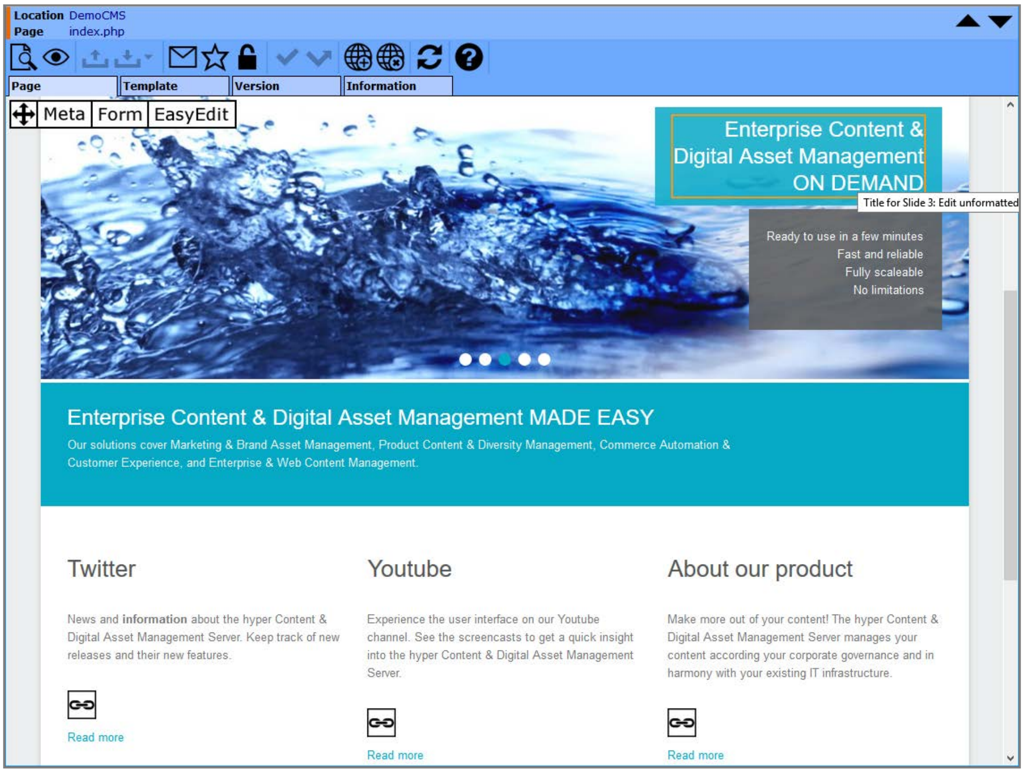
If the management system includes the Workplace Integration, the files can be edited directly in the associated Application (e.g. MS Word).

10.9.1 Editing pages and components

If you take a look at the workspace after choosing a page you can see the generated page based on the selected template.

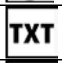
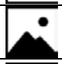
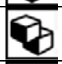
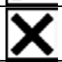
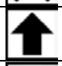
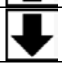
Please note: You can change the content of a page or component as often as you like, without affecting the live-system. Pages or components are not displayed on the Internet until they are published.

An existing page is displayed as shown below:



Besides the design and the content of the page additional buttons are displayed on the page in EasyEdit mode.

These buttons show, which elements of the page can be edited. The following buttons are displayed depending on the definition of the page template:

Button	Description
Meta	Edit meta-information in form view
Form	Switch to form view
EasyEdit	Enable or disable the InLine-Editing mode.
L➔	Switch language
	Publish article. An article can be set active, inactive or scheduled.
	Create or edit non-formatable text
	Create or edit formatable text.
	Choose a text option from a list
	Insert or change multimedia file
	Link a page within your website, any other website or a file (download link) or edit an existing link.
	Insert single component
	Insert multiple component
	Edit component
	Remove selected component
	Shift up selected component
	Shift down selected component

These buttons are always displayed at the beginning of the editable content (text, image, link, etc.). Click on the buttons to edit the underlying content.

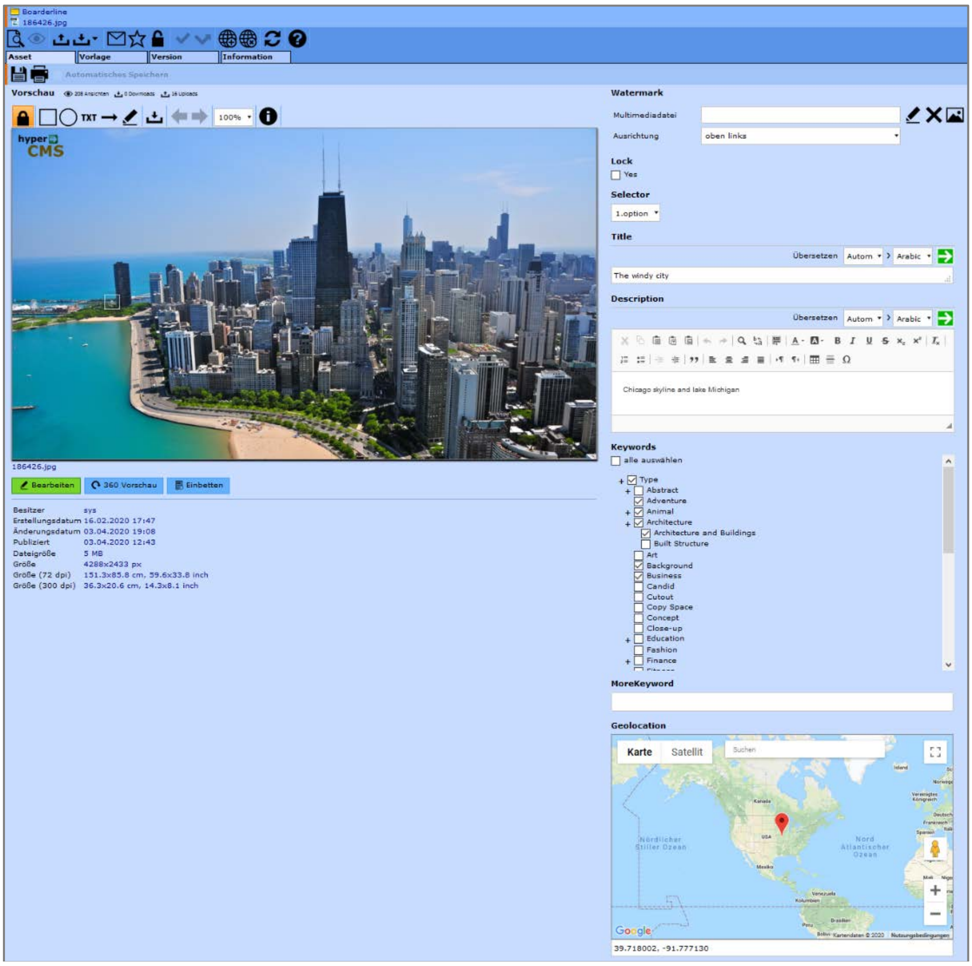
10.9.2 Editing multimedia files

If the object is a multimedia file or folder, meta information for an object can be captured and edited.
The data can be edited by means of an input mask. The data is saved in the system using the save button at the top left of the form.

There are a variety of different input fields, such as:

1. Unformatted text
2. Formattable text
3. Keyword field (supports taxonomies)
4. Taxonomy selection tree (shows the structure of the taxonomy and allows the assignment of expressions)
5. Date field with calendar function
6. Selection field (drop-down)
7. Checkbox field
8. Map for the geolocation
9. Watermark (select an image and its position for the watermark)
10. References to related objects (created automatically for copy&paste and can also be defined manually)
11. Unformattable comment field
12. Formattable comment field
13. Electronic signature

Controls can also be defined in the templates so that fields are related to and control each other, e.g. show and hide fields.



10.9.2.1 Annotations

The system allows annotations to be added directly to images or documents. If this feature is activated in the system, a toolbar with the various marking tools (rectangle, circle, text, arrow, freehand drawing, undo, and redo) appears above the image or document. This allows changing requests to be recorded directly on the media, thus making it easier to communicate change requests to other members.

10.9.2.2 Face detection/recognition and markers

The system offers face detection and recognition for pictures and videos. When this feature is activated, the faces on an image are framed in white. If an unknown face has been detected you can provide the name. This way the system will learn and recognize the same faces in the future on all images and videos.

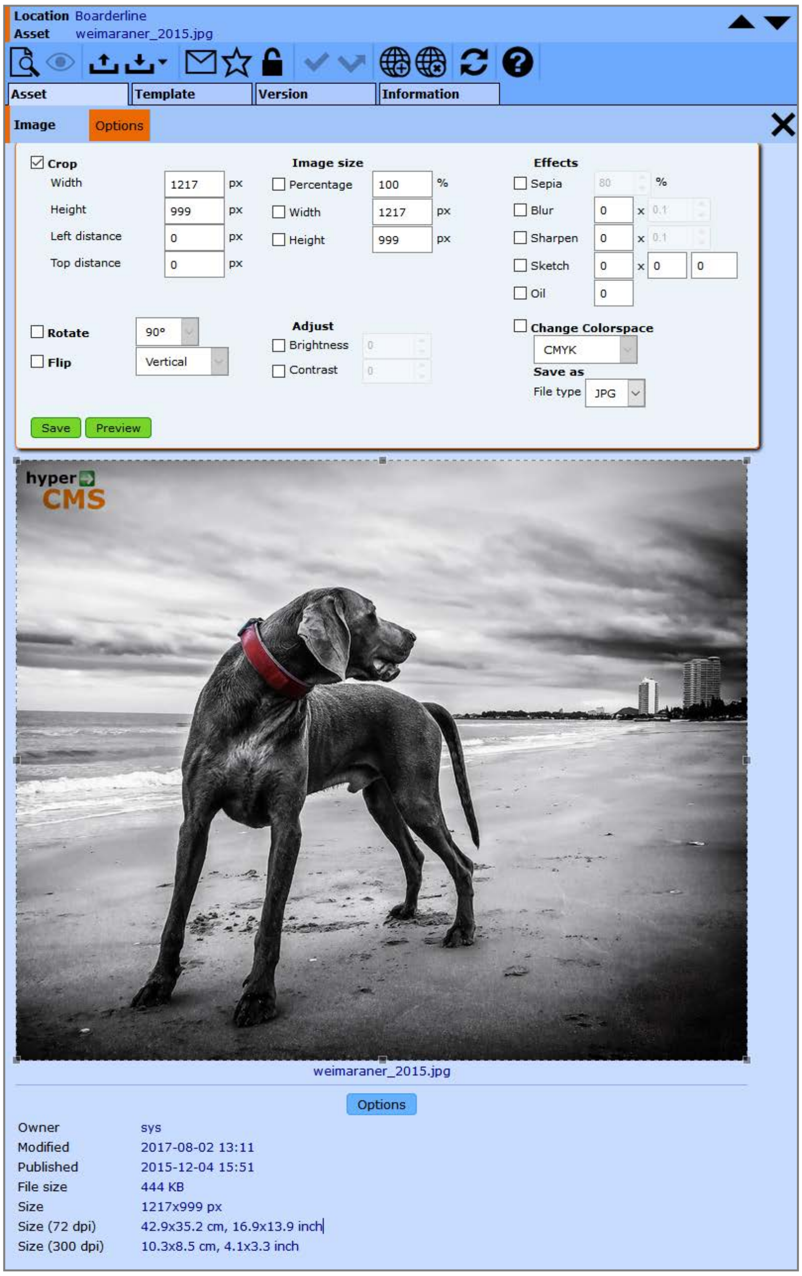
Use the button below the video player for face detection/recognition on videos. The video will be paused automatically and the detected faces will be displayed by white borders. Other faces or objects can be selected manually on images and videos as well via click in the center of the face or object, if they marker tool has been activated in the toolbar above the video. By clicking on the frame, an input field for the name appears. Don't forget to save the data in order to store the names as well.
This feature helps users to search for and find people or objects in pictures and videos.

10.9.2.3 Image Editing

Certain image files can be edited by clicking the edit button below the preview image or by selecting more images in the Object Explorer and edit all of them at once (in this case crop is not available).

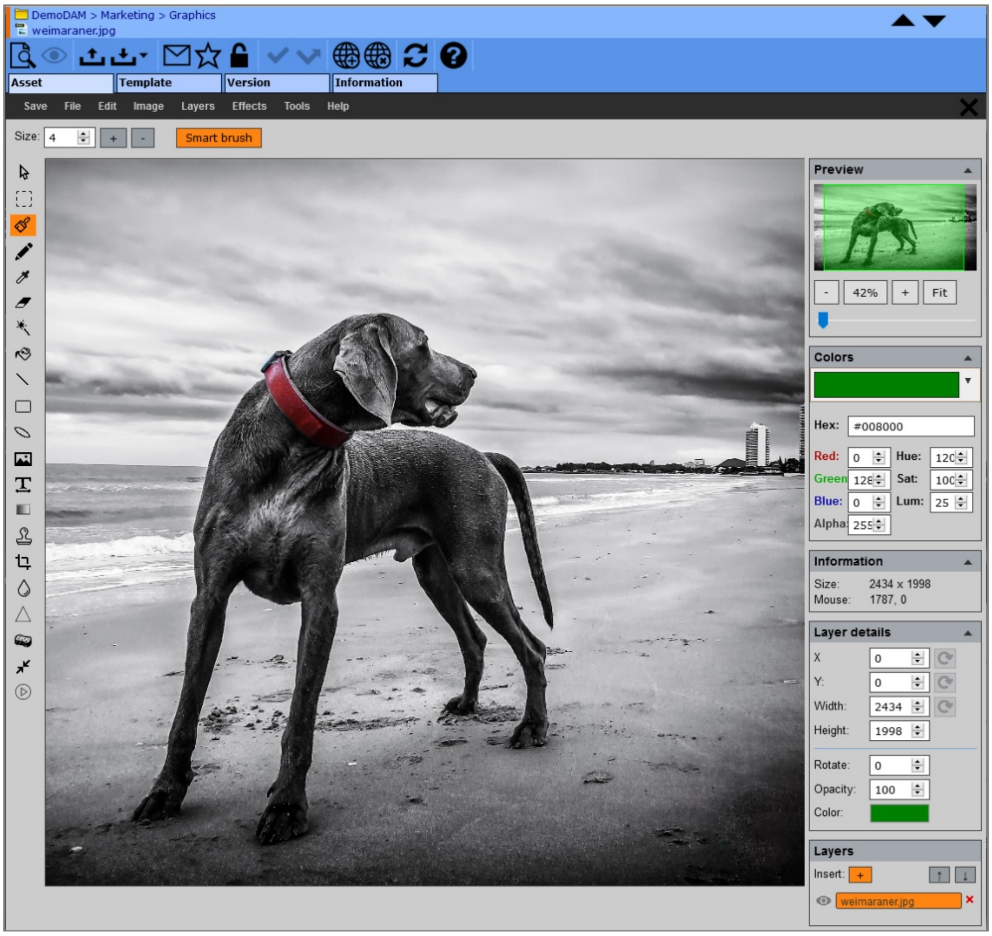
The following parameters of an image can be changed:

- Crop
- Resize
- Rotate and flip
- Brightness and contrast
- Apply effects
- Change colorspace and file type



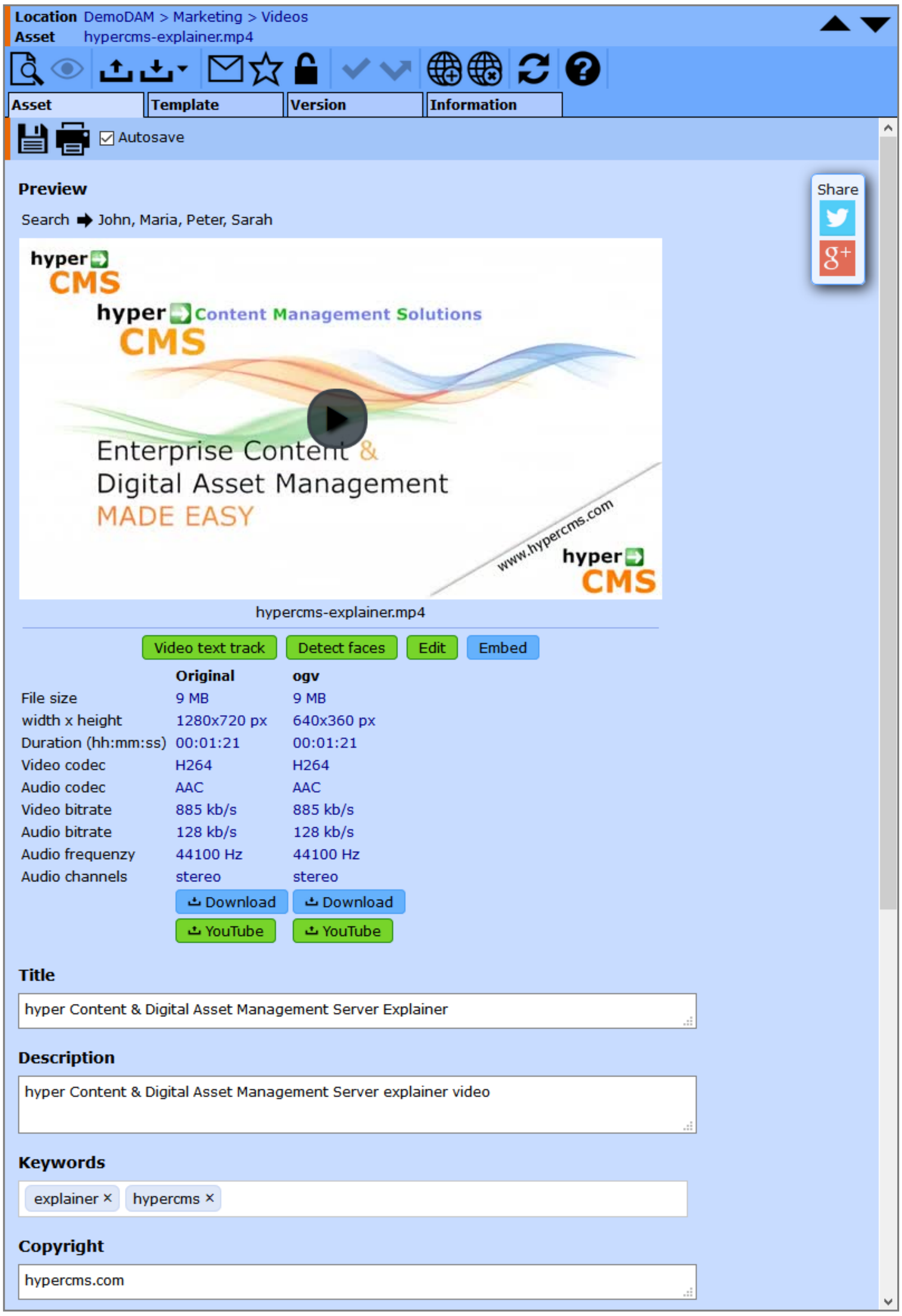
MiniPaint is available for single image processing with an extended range of functions. The image processing takes place directly in the browser and is not executed on the server side. Therefore, there are limitations regarding the supported output formats. The language of the user interface can be changed, please use “Help” in the main menu.
This optional image processing user interface can be deactivated at any time in the configuration of the system (config/config.inc.php). This can only be done by a user with write access to the main configuration of the system, see the following entry:

// Define the alternative image editor "minipaint", leave empty for the default image editor of the system
$mgmt_config['imageeditor'] = "minipaint";



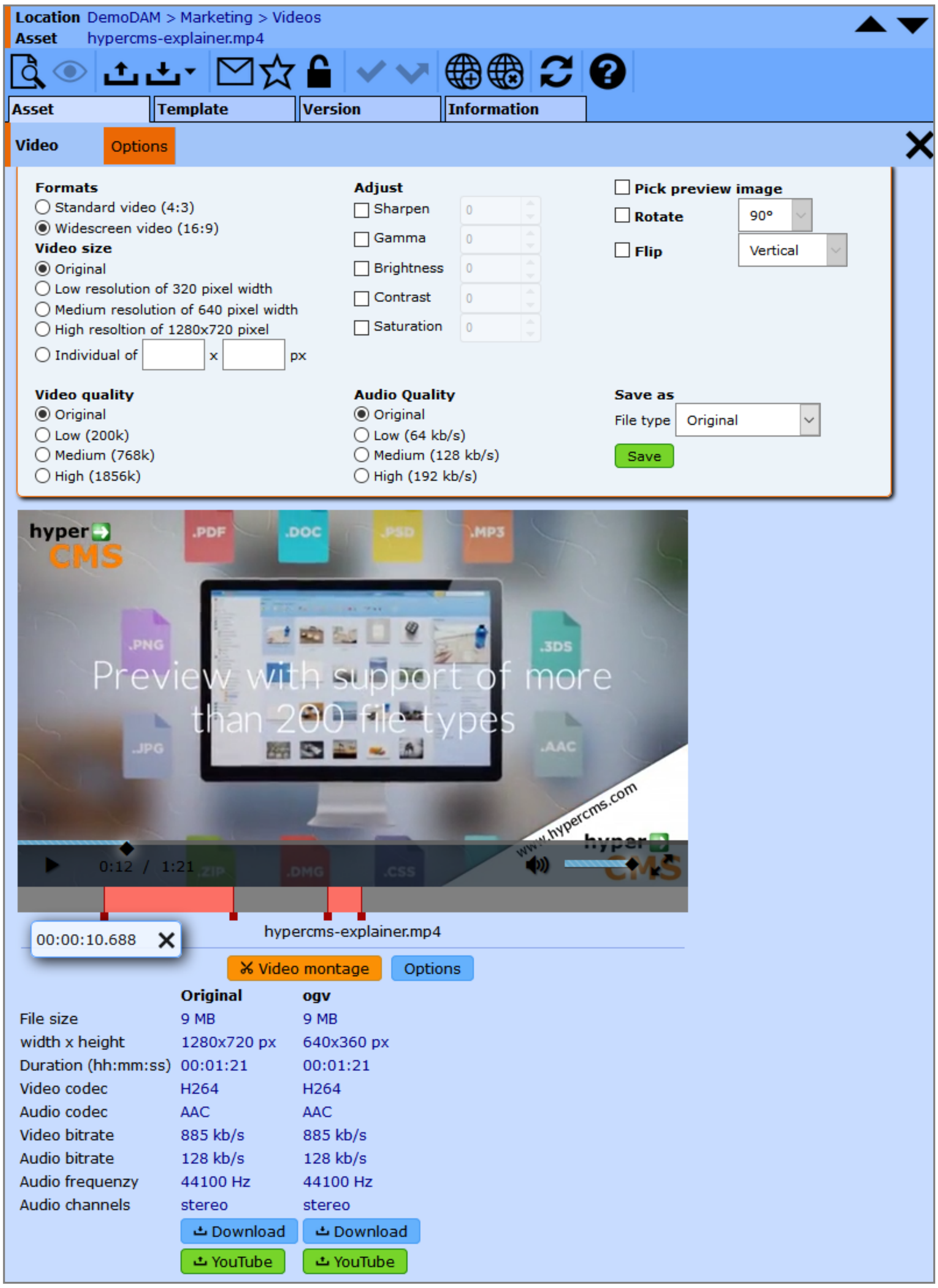
10.9.2.4 Video Editing

Videos or audio files can be selected an edited in single or batch mode. Based on the original video file other videos can be created without changing the original source video. The versions of a video file will be shown in the table below the video.
If the video format of the original video is supported, you can also overwrite the original video. To do this, choose the file type "Original" from "Save as".
If the version management is enabled in the system, the original file remains as old version and is replaced by the newly created file.



The following parameters of a video can be set:

- Format
- Video and audio quality
- Video size
- Brightness, contrast and other effects
- Cut video
- Define start image
- Change file type



10.9.2.5 Video Text Tracks Editing

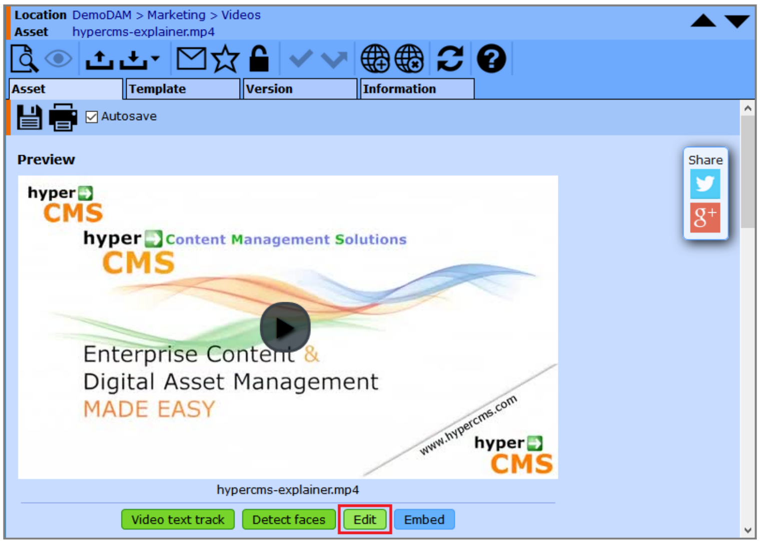
WebVTT (Web Video Text Tracks) is a W3C standard for displaying timed text in connection with the HTML5 <track> element used in videos. The system allows to create and edit video text tracks in all languages.
Open the video text track editor by clicking on the “Video text track“ button. Select the language in the drop-down-menu. Language select options with green background indicates that a video text track exists already.
When playing the video, you can simply press the clock-icon for start and stop to select the timestamp for the begin and end of the text. Pressing the save-icon of the editor will add the new text to the VTT records displayed below the editor.
You can always edit the text or remove entries from the list of text records.
You need to publish the video in order to integrate the video text tracks into your video.

10.9.2.6 How to create and embed streaming videos

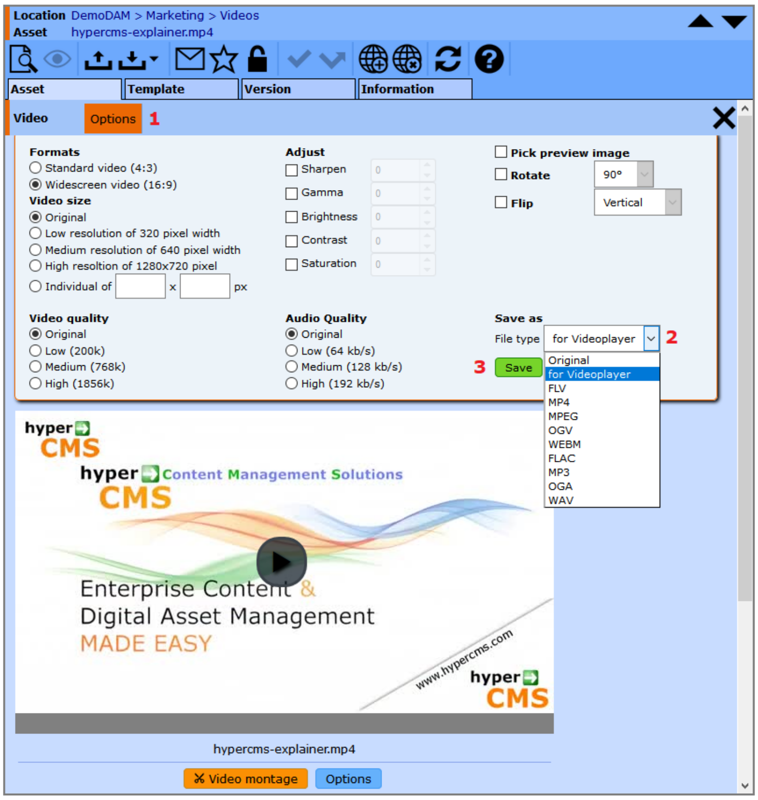
Step 1: Upload video file
Upload the video file using the upload function.

Step 2: Open video
Open the video file via double click, the tool bar or the context menu (right mouse click).

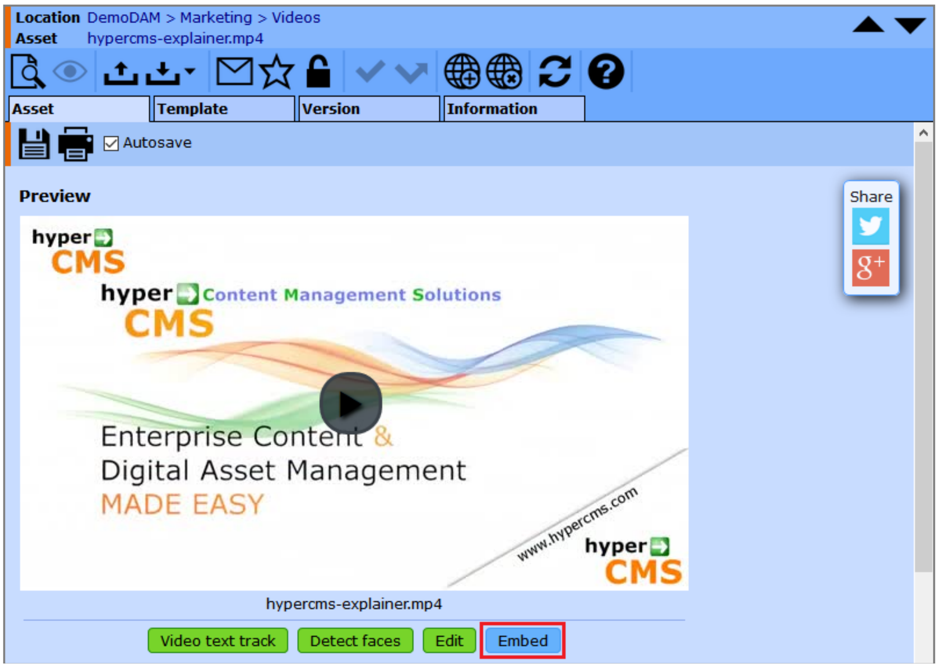
Step 3: Edit video
Edit the video to get the desired size and quality. You can also define a start image from a frame of the video.

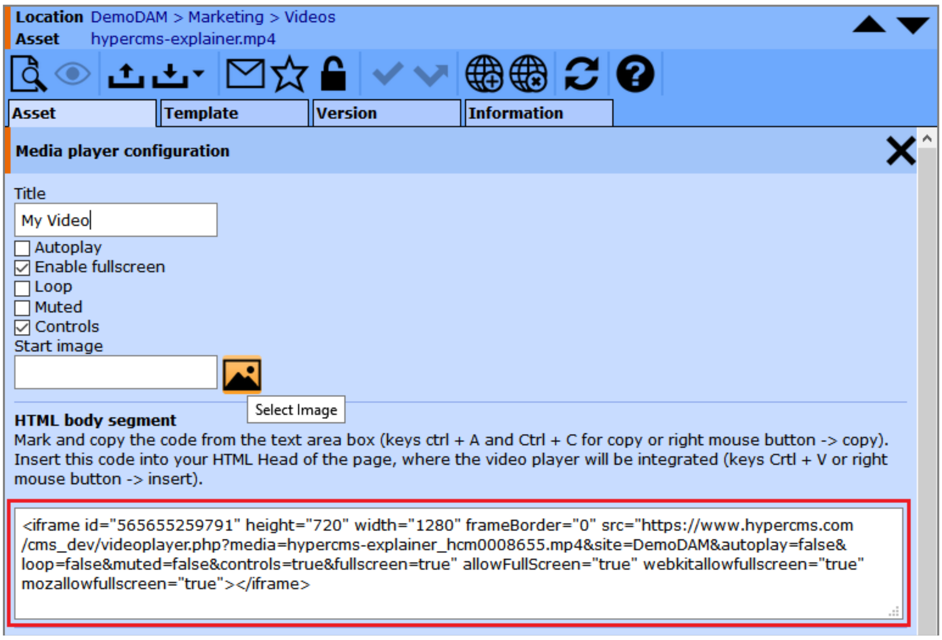


Use "Options" to edit the video. If you are satisfied with the result you can finish and close the video editing screen.



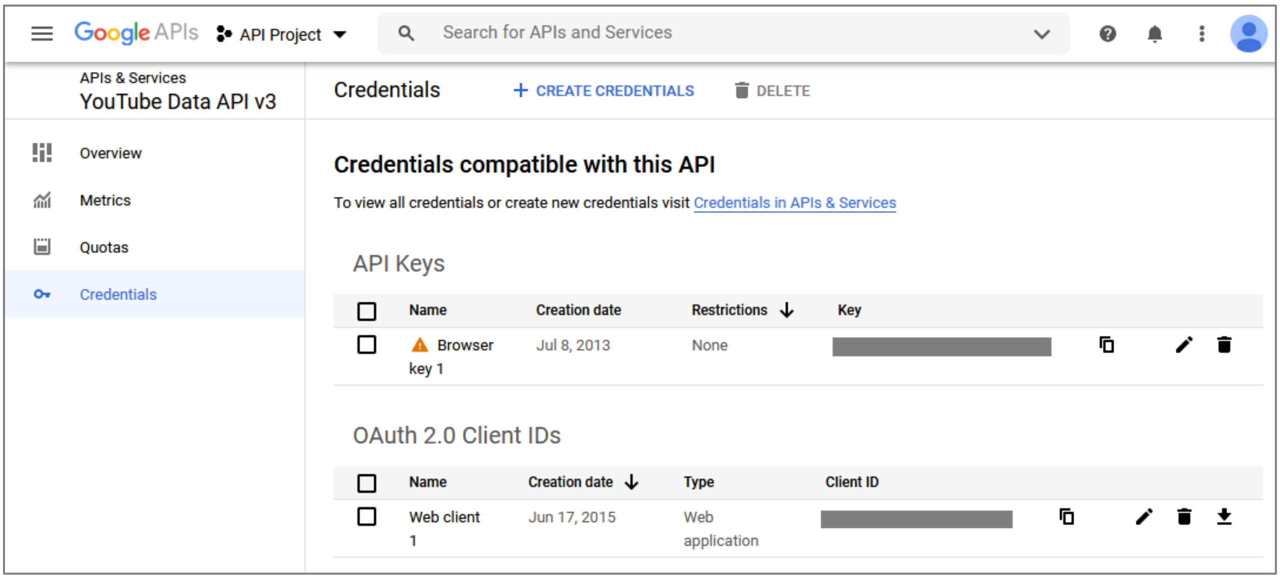
Step 4: Create code and embed it into your webpage
Now you can create the code for your videplayer and video, copy and embed/paste it into your webpage (HTML-code).



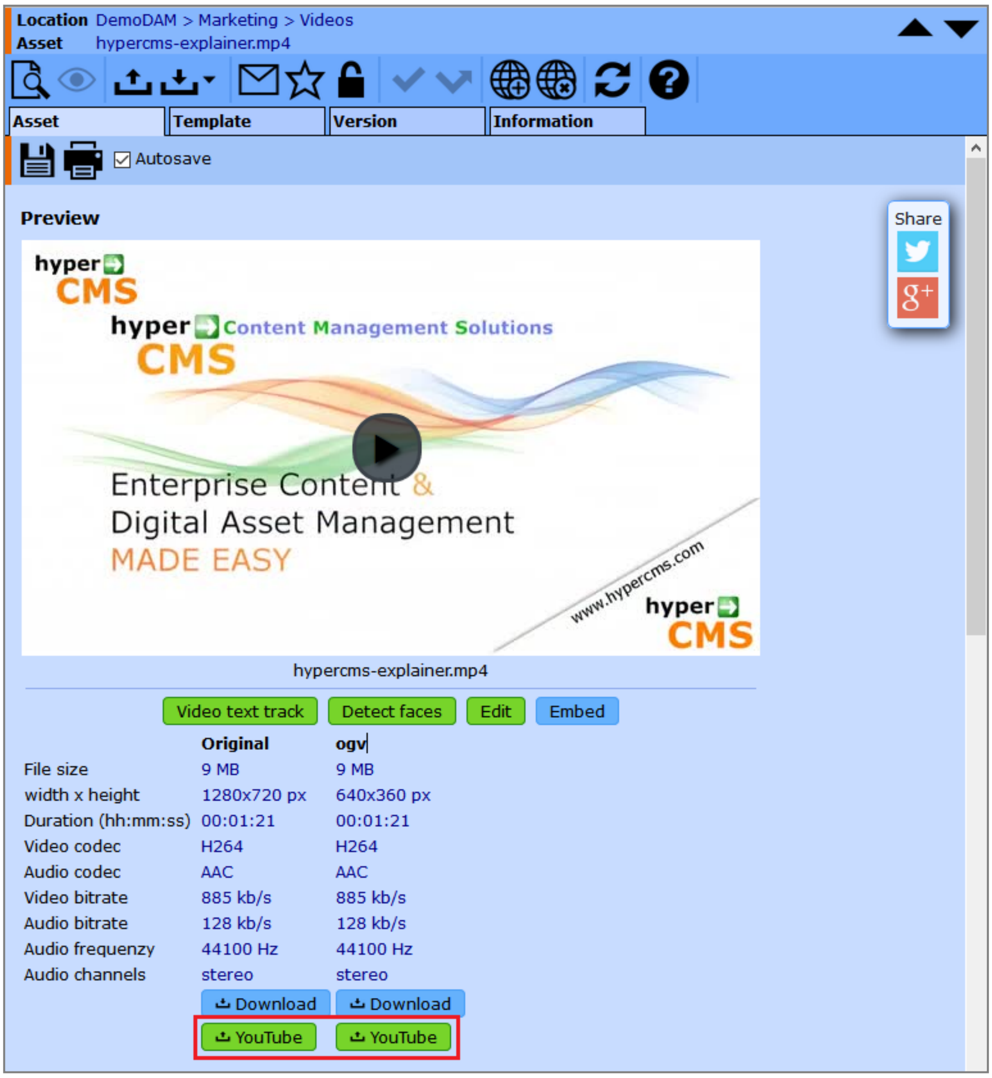


10.9.2.7 Upload of videos to YouTube

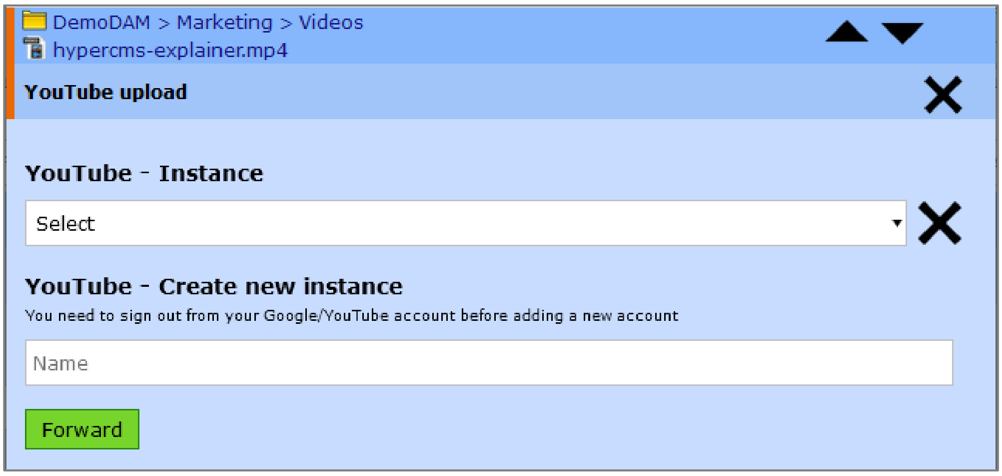
Video files can be uploaded to YouTube if the YouTube Connector is available in the system and activated in the publication settings, see also the Connector Guide.
This requires a valid YouTube API key so that a connection with YouTube can be established. You can use your own Google account by creating it yourself on the Google Console https://console.developers.google.com/ and activating the YouTube Data API v3 and provide your domain and the YouTube Connector (https://your.domain.com/hypercms/connector/youtube/) in the credentials.



To upload a video to YouTube open a video in edit mode. If the YouTube Connector is enabled and you have edit permissions for the video you should see the YouTube upload buttons.

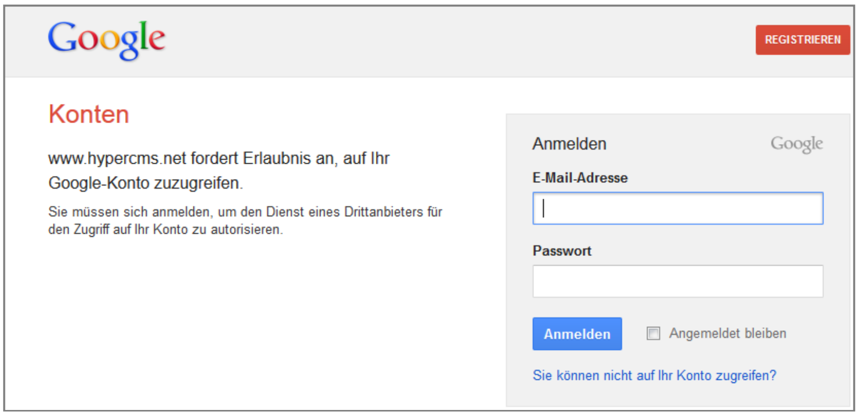


Press the “YouTube” button of the desired video format. You can now select an existing YouTube account/instance as the target for the upload or define a new YouTube instance.

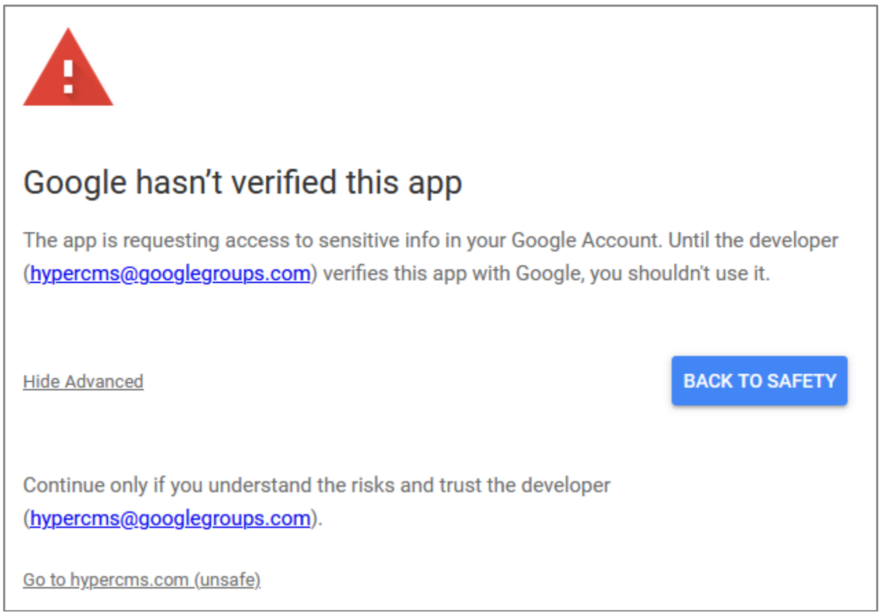


In case a new YouTube instance will be created for the very first time, it is necessary to pair your YouTube account with your new instance.
A small popup window presenting the YouTube login will be displayed. Login with the YouTube account where you want the system to upload videos.
The procedure may vary slightly from the one shown here due to changes on the part of YouTube/Google.

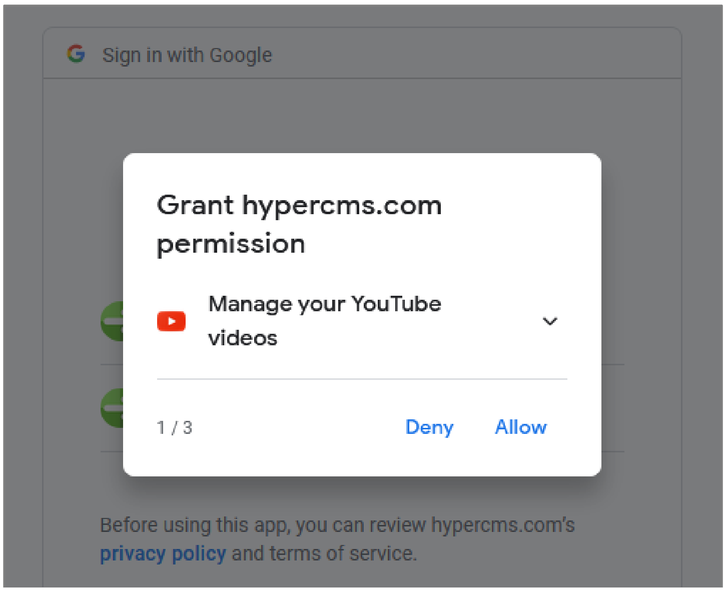
You need to pair the YouTube Connector with your YouTube account and allow the connector to upload videos to your YouTube account.



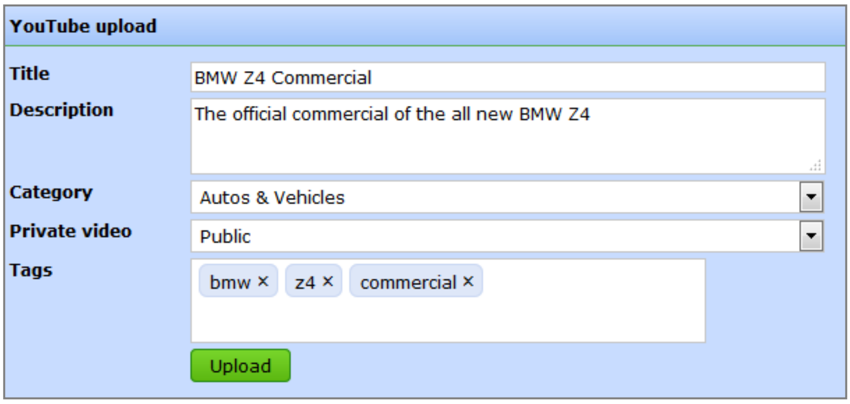
Since you might use an unverified YouTube API that hasn't been verified by Googles audit process, a warning message will be displayed.
If you want to connect to your YouTube account, you will need to continue with “Advanced” and “Go to domain.com (unsafe)”.



You need to grant all required permissions in order to upload videos to YouTube. By pressing the button “Allow” you’re allowing the system to upload videos permanently to your YouTube account.



Now you can use the new YouTube instance and in the next step the title, description, category, etc. can be defined. This data is used by YouTube for a more detailed description of the video.
After filling in the additional video information you can start the upload by pressing the button “Upload”. After the uploading process is finished the video is available in your YouTube account.



10.9.2.8 Social Media Sharing

If enabled in the publication settings, images and videos can be published on various social networks.
To share a picture or video on a social media networks, you need open the file first with a double click:

Pressing one of the buttons will open a new window where you can log in to the selected social network in order to publish the content.

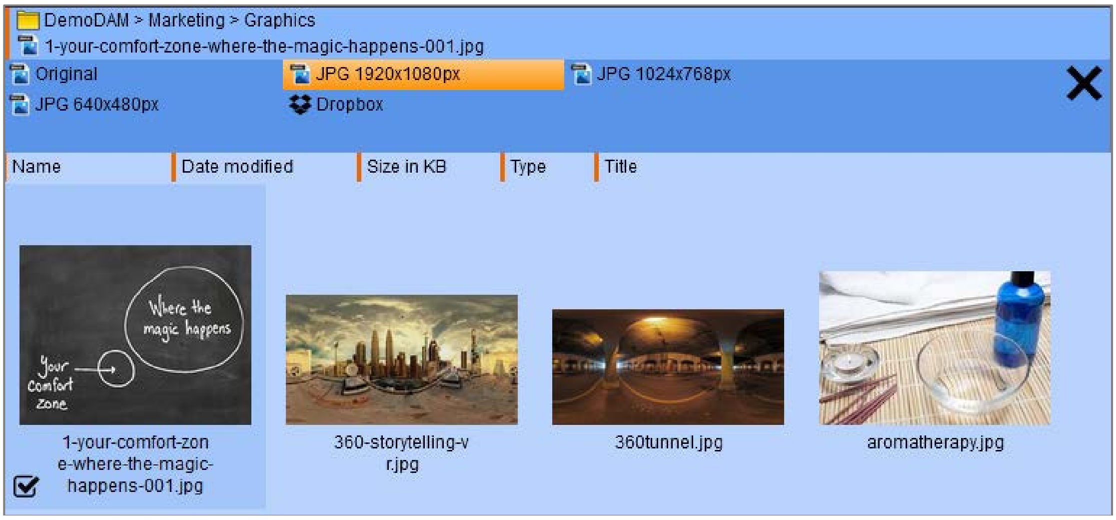
Depending on the selected social media network, in addition to the wrapper link as a reference to the file various other data might be used. The contents are taken from the following metadata fields:

- Title
- Description
- Creator

Follow the instructions in the social network for the publication of the asset. You can determine the number of hits after it is released by opening the access statistics in the information tab of the Asset.

10.9.2.9 Downloading/Converting files

Uploaded images, videos or documents can be converted into other common file types, e.g. MS Word to PDF. The system provides predefined conversion definitions that can be modified in the configuration of the system.



10.9.3 Meta information of pages

Page title, author, page description, keywords, character set and language are meta information, which among other things are important information for search engines. If you want to obtain a higher ranking in the result list of search engines you should enter a brief description of your contents and the most important keywords. This information cannot be viewed by the visitors of your website but are nevertheless of high importance. Enter all metadata information fields and click on “OK“ to save them.
Metadata fields can also be freely defined in the templates so that the schema can be expanded as required.
The system offers functionality to generate keyword lists and descriptions based on given content. If this is the case, the user does not need to enter additional meta information.
Besides predefined meta information, meta data schemas can be freely defined in templates and are important for multimedia content.

The following form shows the standard metadata fields on a page. In practice, a defined character set (UTF-8) and a defined language are usually used, so that not all fields make sense.

10.9.4 Text, text options, and date fields

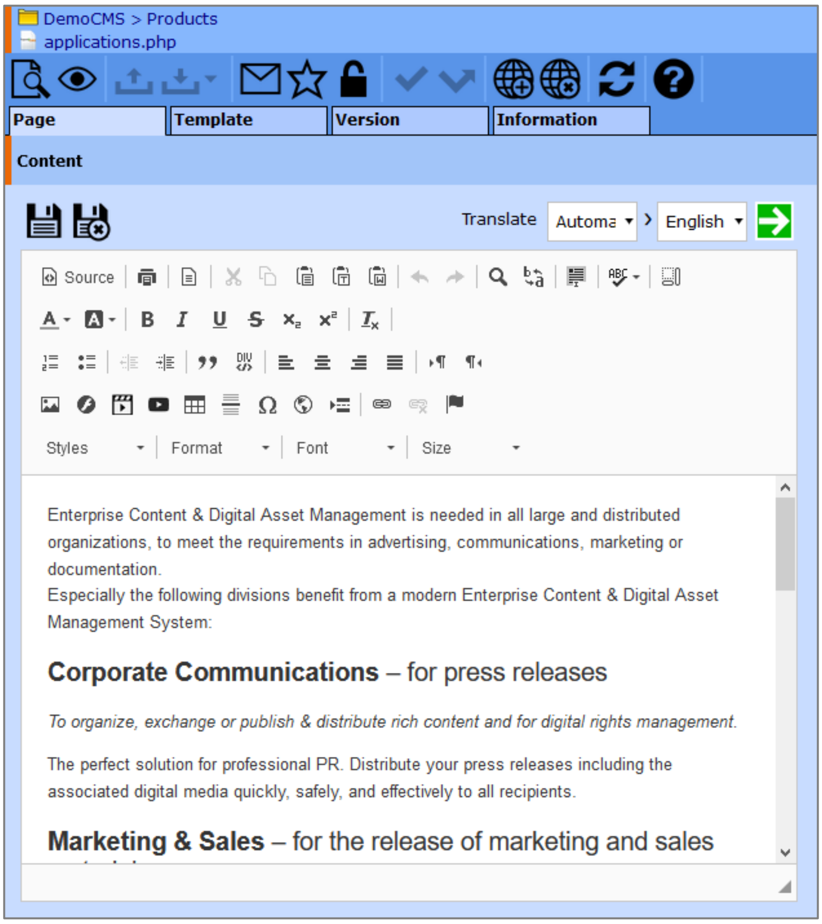
There are different kinds of possibilities to edit textual content; especially Inline editing enables a very convenient way to change text passages.

Different kinds of editing possibilities:

- Rich text editor
- Text editor
- List of available text options (not editable)
- Checkbox (not editable)
- Date fields

Rich text editor

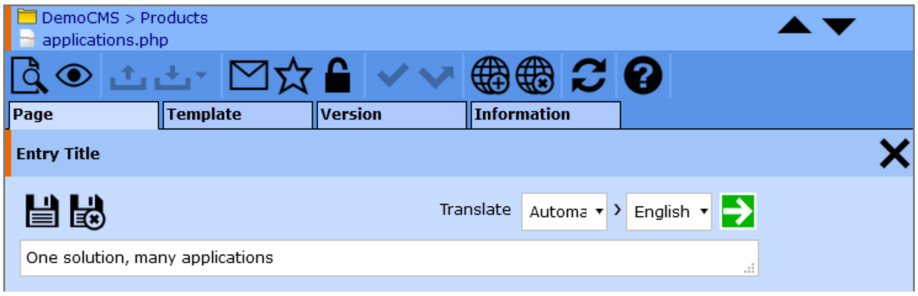
With the rich text editor you can change the texts appearance, insert and change tables, insert images and videos. The functionality is comparable to MS Word.
Texts from MS Office documents can be inserted via copy & paste, whereas the Word HTML-Code will be cleaned up.
An automatic translation service is available, but it must be enabled in the publication settings.



You can get more information about the single functions by moving the cursor over the buttons. A brief description about the chosen functionality is displayed by the cursor.
If you are already familiar with MS Word handling the editor will require hardly any training. You just have to type in the text, mark it and change its appearance by choosing one of the format buttons. If you are not satisfied with the results you can undo every action step by step with the “undo“-button. Furthermore, you can copy, paste text, and set hyperlinks.
To format tables simply right-click on the table and choose the desired function from the context menu.
In the WYSIWYG editor you can also switch to code view and have a look at the automatically generated source code.
To save the text, click on “save“ or “save and close“.

Text editor

The text editor does not provide any formatting functionality. You can only create, paste and edit text, but you cannot format it or change its appearance.
An automatic translation service is available, but it must be enabled in the publication settings.

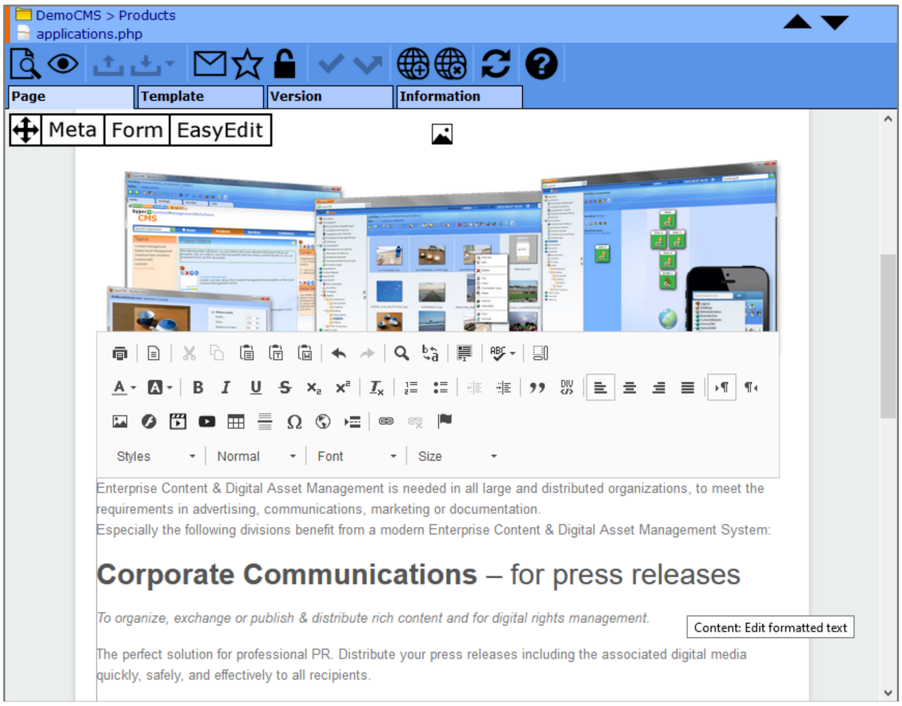


Also the use of HTML-tags is not possible in the text editor. “<“ or “>“ are transformed into the HTML-equivalent. Pressing, “enter“ or “shift“ + “enter“ on the keyboard performs a line break. To save the text click “save“ or “save and close“.

Which editor, the WYSIWYG or the text editor are used, depends on the <text>-tag in the template. The text editor is used if a designer for example wants to prevent the editors from changing font style and color, which can affect the appearance of a page. The template designer decides which editor can be used to create and edit text.

Inline editing

This editing mode allows one to inline edit text directly on the object. Editable areas are marked with a border on mouse over.
The translation services cannot be accessed when in the inline editing mode.

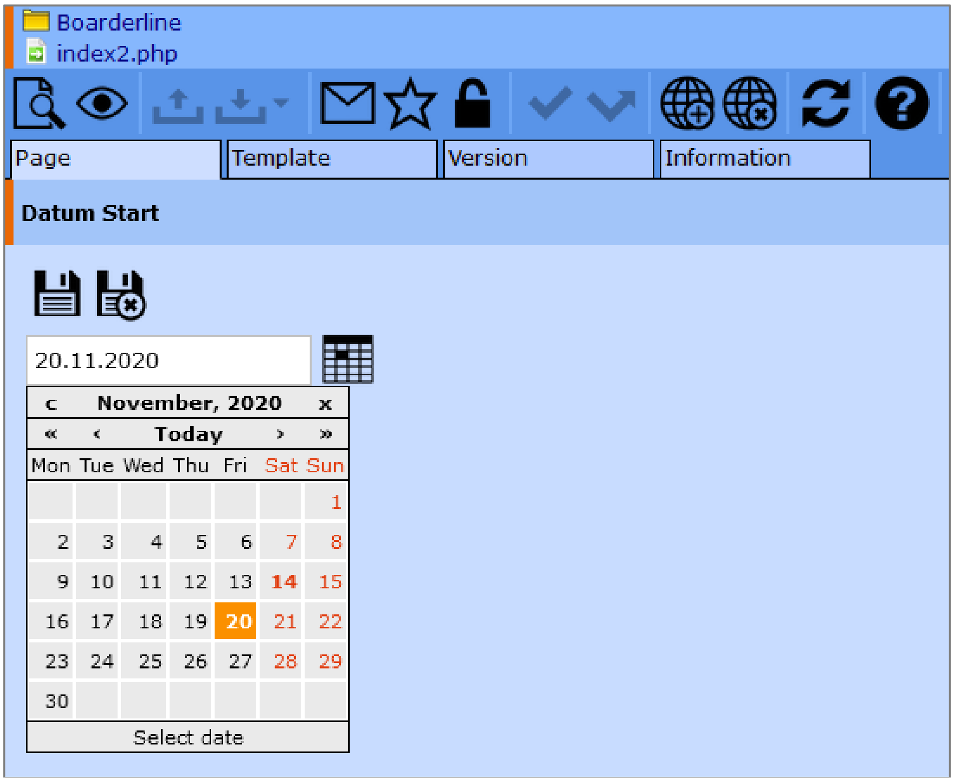


Text options and checkboxes

Besides the text editors there are text options without possibility to type in the text. This method should be used only where limited numbers of predefined texts are available for the users. That way it is assured that text itself cannot be changed. The user only can choose the text from a list. Imagine a text field where the different users have to type in a currency. One would type in “€“, another would write “Euro“. With text options the template designer can avoid such differences.
Text options are defined in a template and are displayed on a page or component as a drop-down-list.

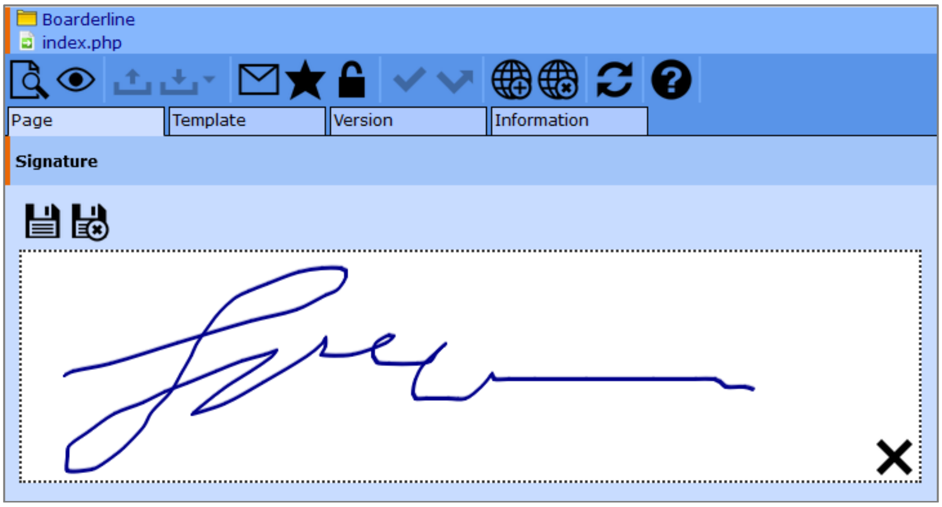
Date fields

The date field is used to select a date and time in different formats as defined in the template.



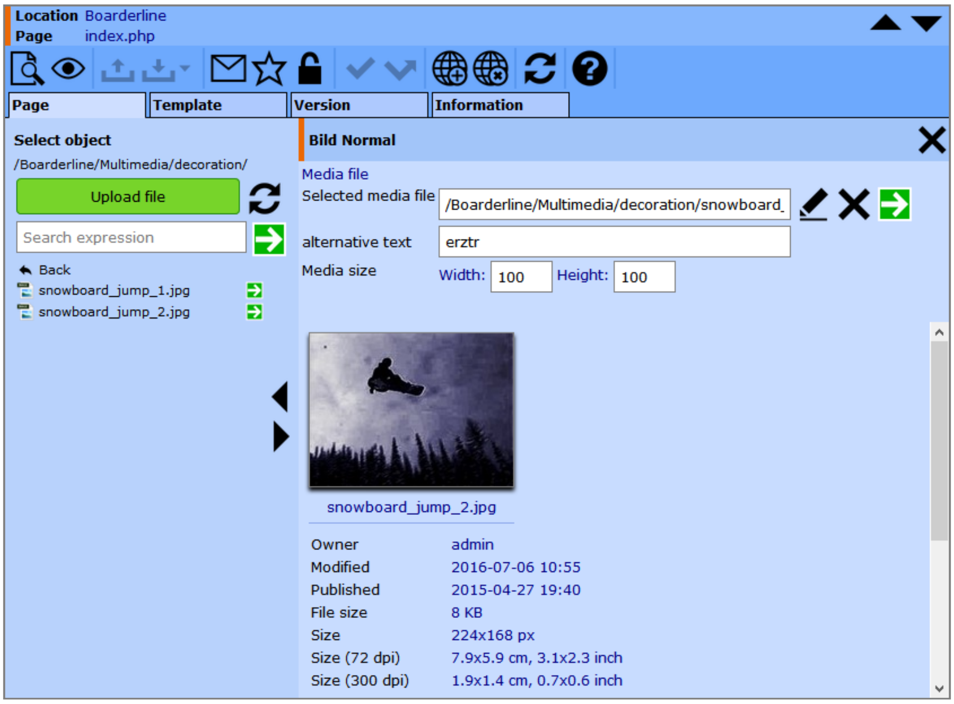
10.9.5 Electronic signature

From a technical point of view, the electronic signature fulfills the same purpose as a handwritten signature on paper documents.
The electronic signature is therefore used for handwritten drawings. It is recommended to use a touchscreen with a stylus. However, it can also be drawn with the mouse.



10.9.6 Media

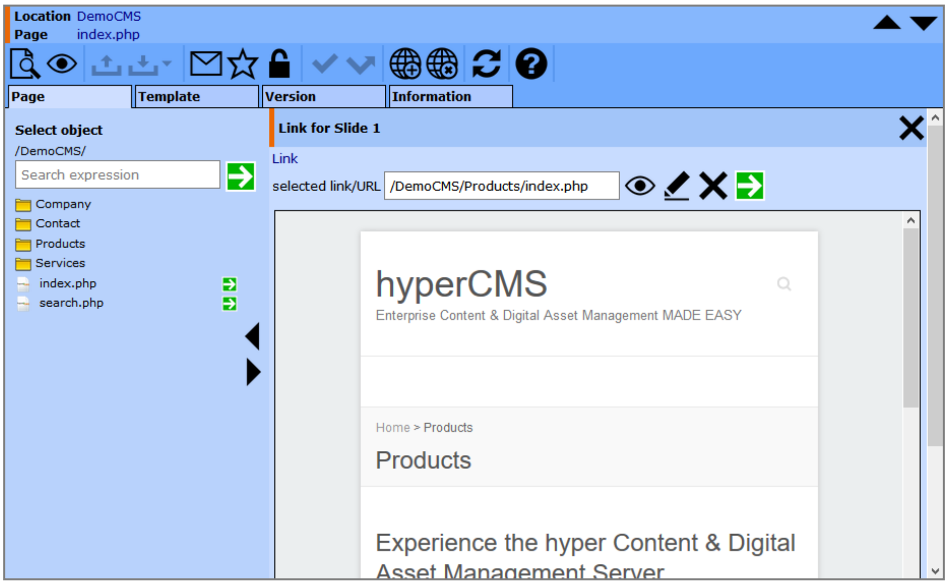
To insert a media file (e.g. image) click on the media button. The following view is displayed on the workspace:



If you included an image it will be displayed. Via the media navigator on the left you can now choose another image. If the template allows you to do so, you can also change the alternative text, the alignment and the size of the image. When clicking “OK“ the new image will be included in the page.
All input options for images can be defined in the template.

10.9.7 Links

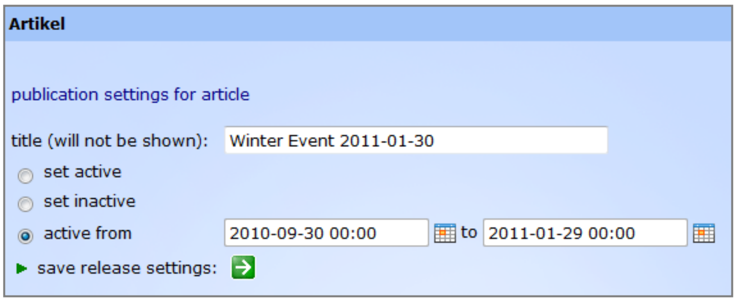
Links are used to create a new reference to another page or URL.



If you want to set a link to an internal page (within your own website) use the link navigator on the left. With the link navigator you can browse the entire site and choose the file you want to link by clicking on it.
If you want to link an external page you can enter the URL manually in the respective field on the right, e.g. *http://www.externalsite.com/news.html*. To preview the linked page in a new browser window click on the “preview“-button. By clicking on “OK“, the new link is saved.
In the underlying template all options regarding the link, such as target frame, link text, etc. can be defined. Depending on the options defined in the template additional fields is displayed on the page, where you can enter and select the appropriate values.

10.9.8 Articles

If articles are included in the template, you can use the time management functionality. Articles consist of texts, images, links and components. Articles are identical to elements of a page but can be scheduled.
Articles can be activated (online), deactivated (offline) or scheduled (online from-to). When the online period of an article expires it is set “offline“ automatically and is no more displayed on the website.
Article text, images and links can be identified by the clock symbol, e.g. a text as part of an article.
When you move the cursor over the clock symbol the name of the article is displayed.
To change the settings of an article or its elements click the clock symbol. By default, all articles are activated.



Here you can enter a title and enter article options. When you activate an article it is displayed on the live-website. If you deactivate an article it disappears from the website (not from the system). If you want an article being displayed on the website for a certain period of time choose “active from to“. Here you can set a start and an end date and time. Timing only affects the live-site. No matter if an article is online or offline, it is displayed in the workspace at any time.
Which elements of a page or a component should be part of an article can be defined in the template.

10.9.9 Components

Components are modules, which can be embedded into pages and into other components. That way, it is possible to assemble a page from predefined “building blocks“.

Components behave exactly like pages and can be created and edited the same way. Each component can be integrated in a page or a “mother component“, which allows central management of all components. Therefore, a change of a component affects all elements which uses this component. If you use inheritance of contents between publications you can also integrate components of other publications into pages and components of your own publication.

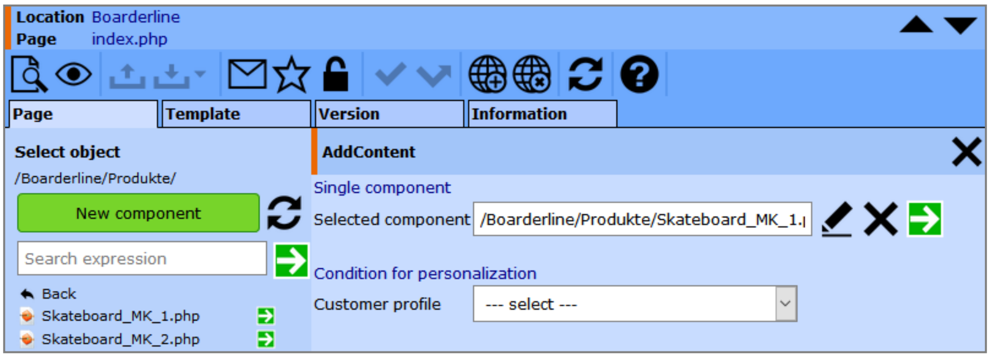
If a template allows a page or a (mother) component to use components, they can be integrated into the content.

There are two types of components:

- Single Components
- Multiple Components

Single Components

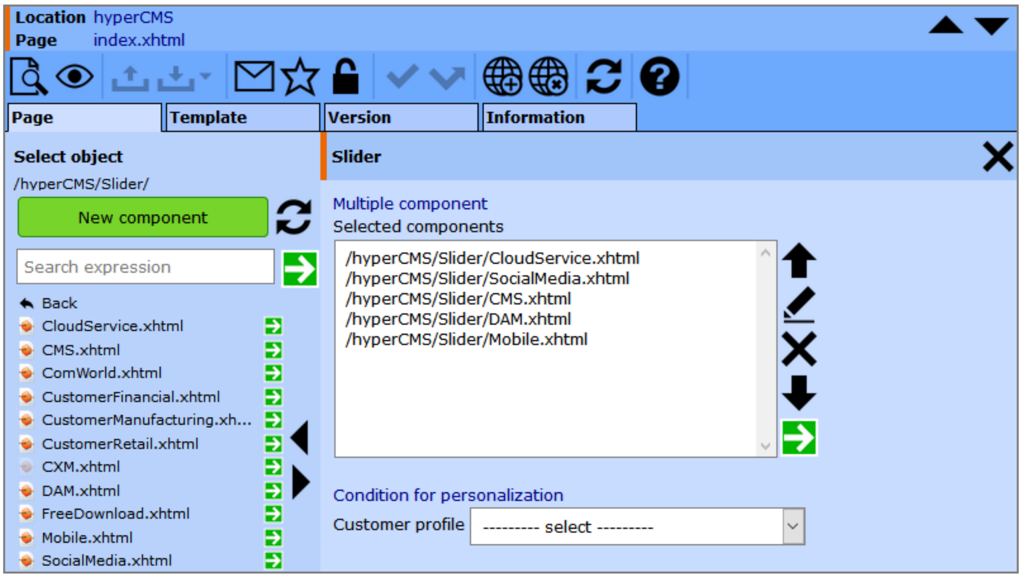
If a template allows the integration of a single component you can include one by clicking the “component”-button.
If you want to include a component choose it from the component navigator on the left of the workspace:



With the “delete“-button you can remove the entry. To preview a component, click on the “preview“-button. If you want to edit a component you can do this if you have the appropriate permissions. The “delete”-button removes your selection. By clicking “OK“ you save your input.

Multiple Components

Multiple Components allows you to include one or more components into a page at the same time, and also arranges them in the order you want. To change the order of the components select one and shift it up or down by clicking the arrow keys.

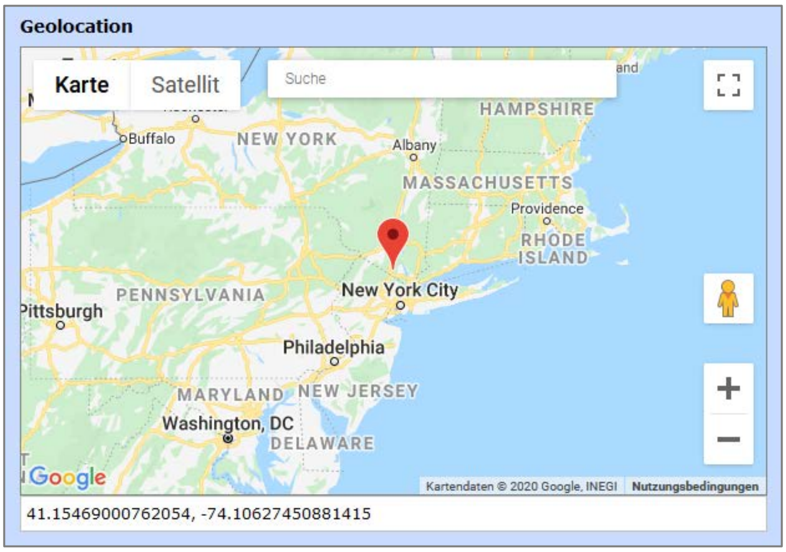


Personalization via customer profiles

In case customer profiles have defined, contents can be personalized appropriately for certain target groups. The editor decides which target group should access the contents.
In order to display personalized content, select a single or multiple component and assign a customer profile to it.

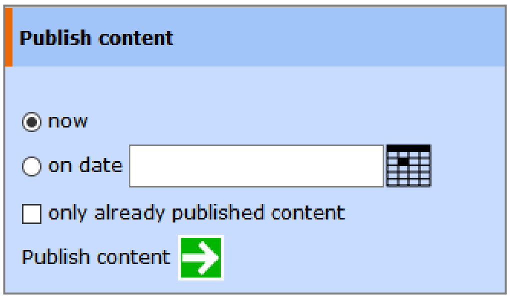
10.9.10 Geo location

If the template permits the display and definition of the geo location of the object, a map with the set geo location appears. If you own the necessary permissions, you can define a new geo location by clicking on a position in the map. The map can also be moved and zoomed in and zoomed out.



10.10 Publishing pages and components

All changes to a page or component do not apply until they have been published. If you finish editing a page or component you have to publish these objects by clicking “publish“. After this the object is online and the changes can be viewed on the Internet.
Optionally pages and components can be published on a certain date and time. In this case they are queued in the publishing queue till they will be published.
Another option allows the user to publish only object, which are already published. In this case all unpublished pages or components will not be touched.
If you want to take a page or component offline click the “unpublish“-button. After doing so all links to this page or component are deactivated and all editors who linked or used this objects are notified by the link management system.



10.11 Removing pages an components

If you want to delete an existing page or asset click the “delete“-button. The selected object and all of its versions will be removed from the system. For security reasons the current content container will be maintained (<contentstatus> is set to “deleted“).
Note that objects locked by other users cannot be removed.

The selected objects can also be removed with the Delete key.

10.12 Copying, cutting and pasting pages and components

A selected page or component can be copied, cut or pasted at other locations. A copied object is stored in the clipboard and can be pasted as often as you like. If you cut an object it will be removed from the clipboard after pasting it. It is therefore not possible to cut & paste the same object several times. The link management system monitors all changes of the objects location, updates all references and links automatically.

Linked copies behave differently. If you create a linked copy of an object, it is based on the same content (content container) as the original object. If you edit the content of the original object all changes automatically apply to the linked objects. If an object is checked out by a user, no other user will be able to access objects which are based on (linked to) the same content container.

In addition to the actions by clicking on the buttons on the toolbar or the context menu, the drag & drop function can also be used with the mouse pointer. Dragging and dropping objects across folders is the same as cutting and pasting. If the Ctrl key is held before releasing, this corresponds to copy & paste. If you hold the Alt key before dropping it, this corresponds to a linked copy & paste.

The following key combinations can be used:
Ctrl + X … cut selected objects
Ctrl + C … copy selected objects
Ctrl + V ... paste objects

10.13 Search

The search allows you to quickly find files and documents in your repository. The system offers an extensive set of search criteria such as full-text search, file type, date of last modification, image colors, geo location, and allows you to reduce the search to object names only. Search terms can be linked using the terms "AND" and "OR", for example: man AND woman (AND and OR must be written in capital). The search term may also include "*" as a wildcard for any additional characters.

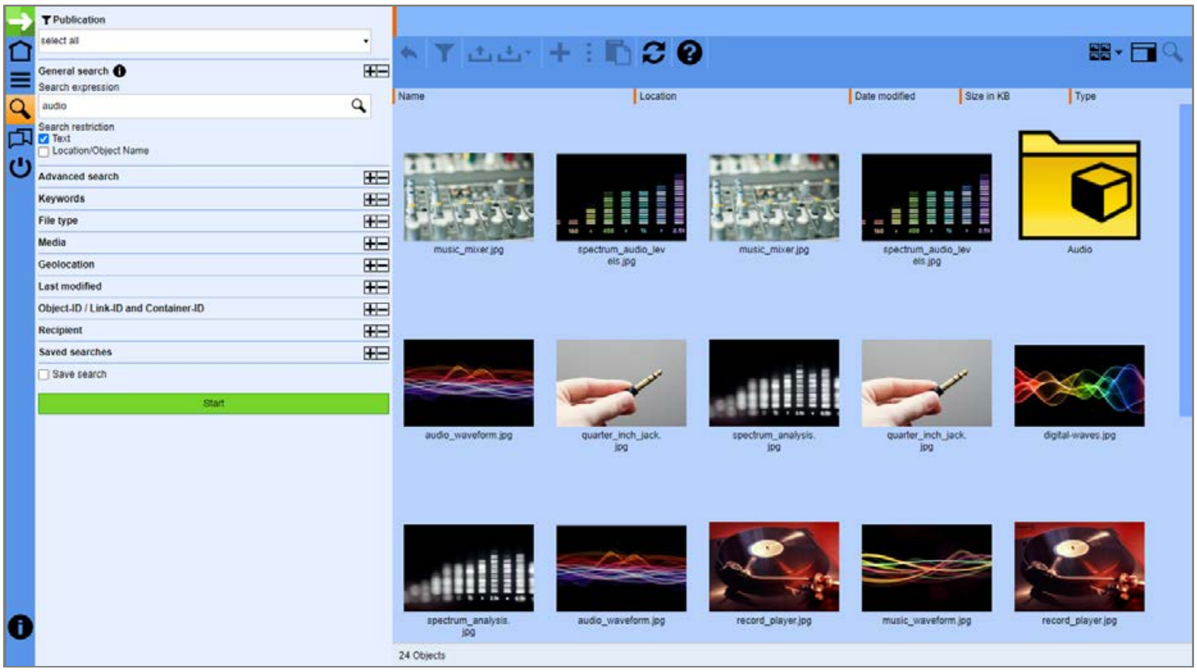
Since Version 7.0.8 the following characters can be used as operators:

- + ... A leading plus sign indicates that this word must be present
- - ... A leading minus sign indicates that this word must not be present
- no operator ... By default (when neither + nor - is specified) the word is optional
- * ... The asterisk serves as the truncation (or wildcard) operator. Unlike the other operators, it should be appended to the word to be affected.
- " ... A phrase that is enclosed within double quote characters must be present as the phrase literally, as it was typed.

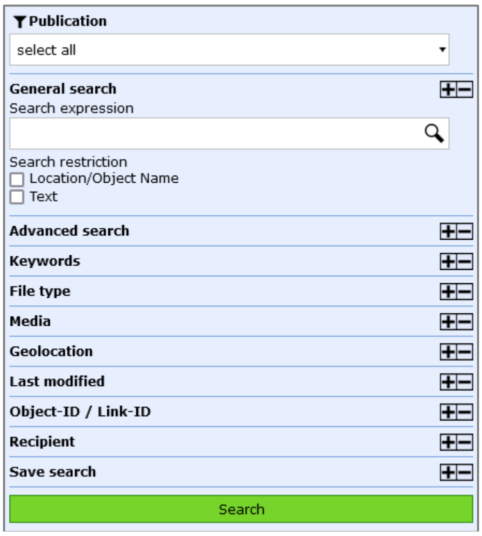
Please note that these operators are only available for the full-text search in the text of objects or in pathes or object names.
The full-text search supports search terms with a minimum length of 4 characters, provided the value in the database settings (ft_min_word_len) has not been changed.

The search can be accessed via 2 icons in the graphical user interface:

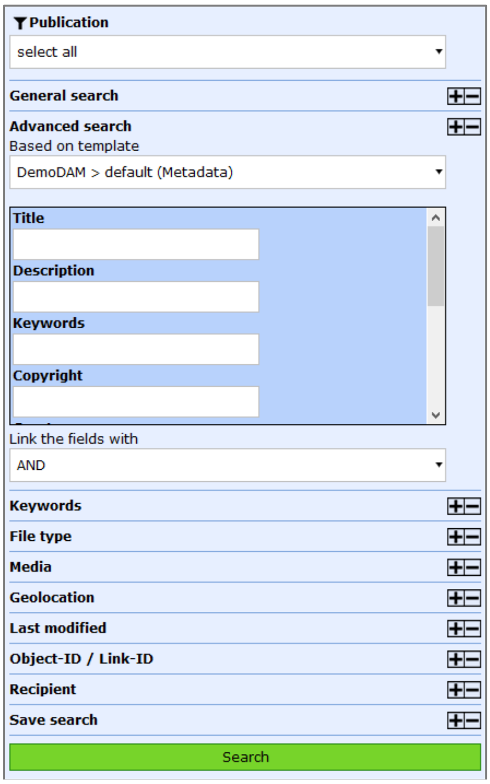
- The search in the left navigation bar
- The search in the workplace that also activates the search and replace feature



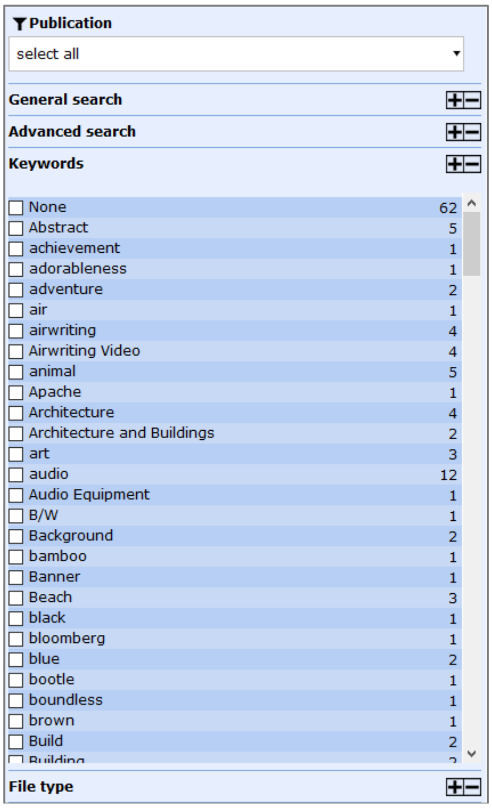
Click the search icon in order to open the search form. The general full-text search will look into all contents. You can combine the search expression with other search options, like the file type, media search, or geolocation.



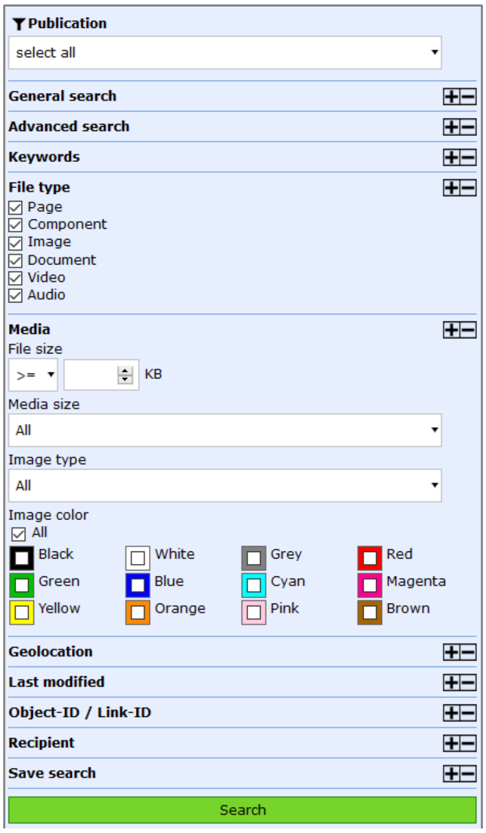
The search results will be displayed in the workplace next to the search form. You can select and edit objects.
The advanced or detailed search can be accessed by selecting the second tab. This enables you to quickly find content based on a search in specific fields.



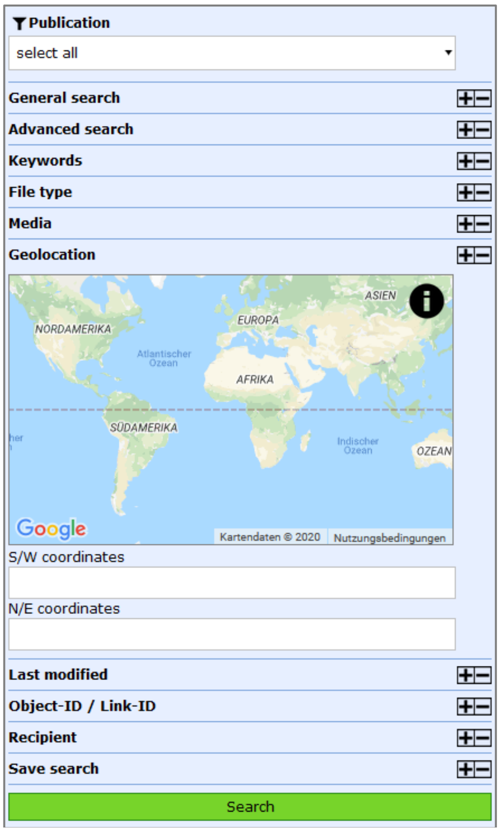
If keywords fields are used, a list of all used keyword can be accessed in the search. The number of objects using the same keyword will be displayed in the right column.



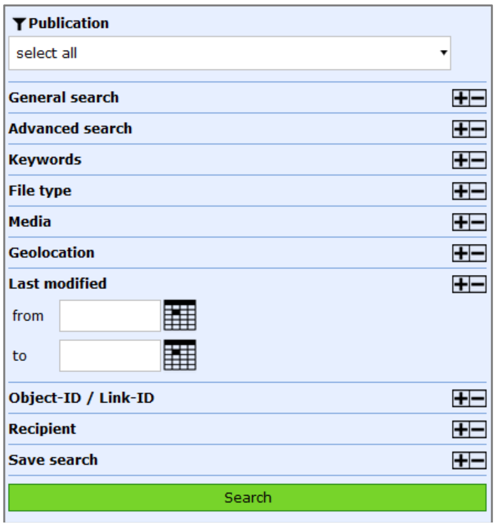
The search for file types and the media search can be used to find object based on their size, primary colors, or image type.



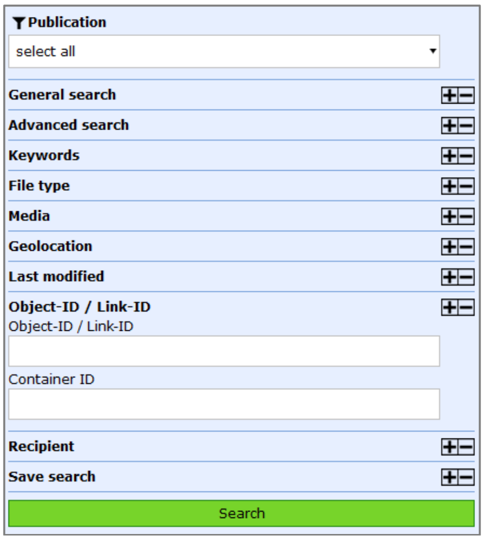
The search for the geolocation allows you to define an area on the map and find all objects which have been created or uploaded in this area. Besides the location of a user, the metadata of images also can provide the geolocation.



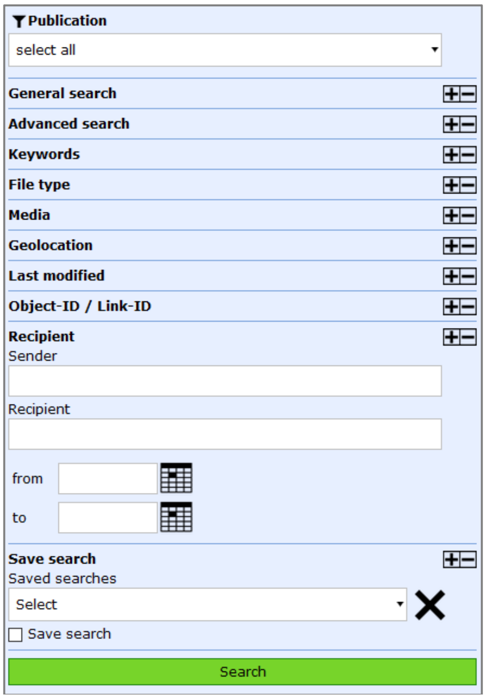
The search for the last modification date can also be combined with other options.



The search for the object ID or the object hash (unique for an object), which can be used in access or download links, allows objects to be found by their ID. You can also search for the container ID (unique for the content).



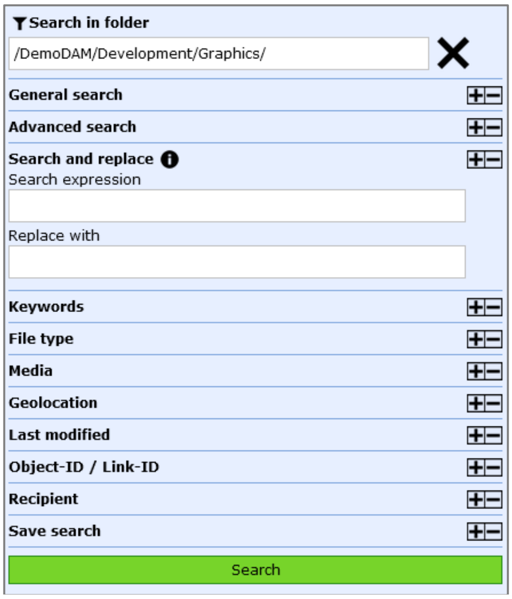
If you want to know which objects you have sent to a certain recipient, you can use the search for recipients.



You can save the search parameters and carry out the same search again at any time.

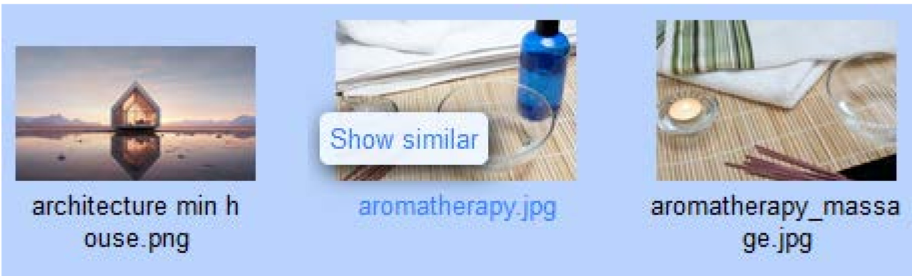
10.14 Search and replace

The search and replace function can be used to search and replace an expression automatically within multiple objects. All effected objects are displayed and can be can be rechecked once again before publishing them.



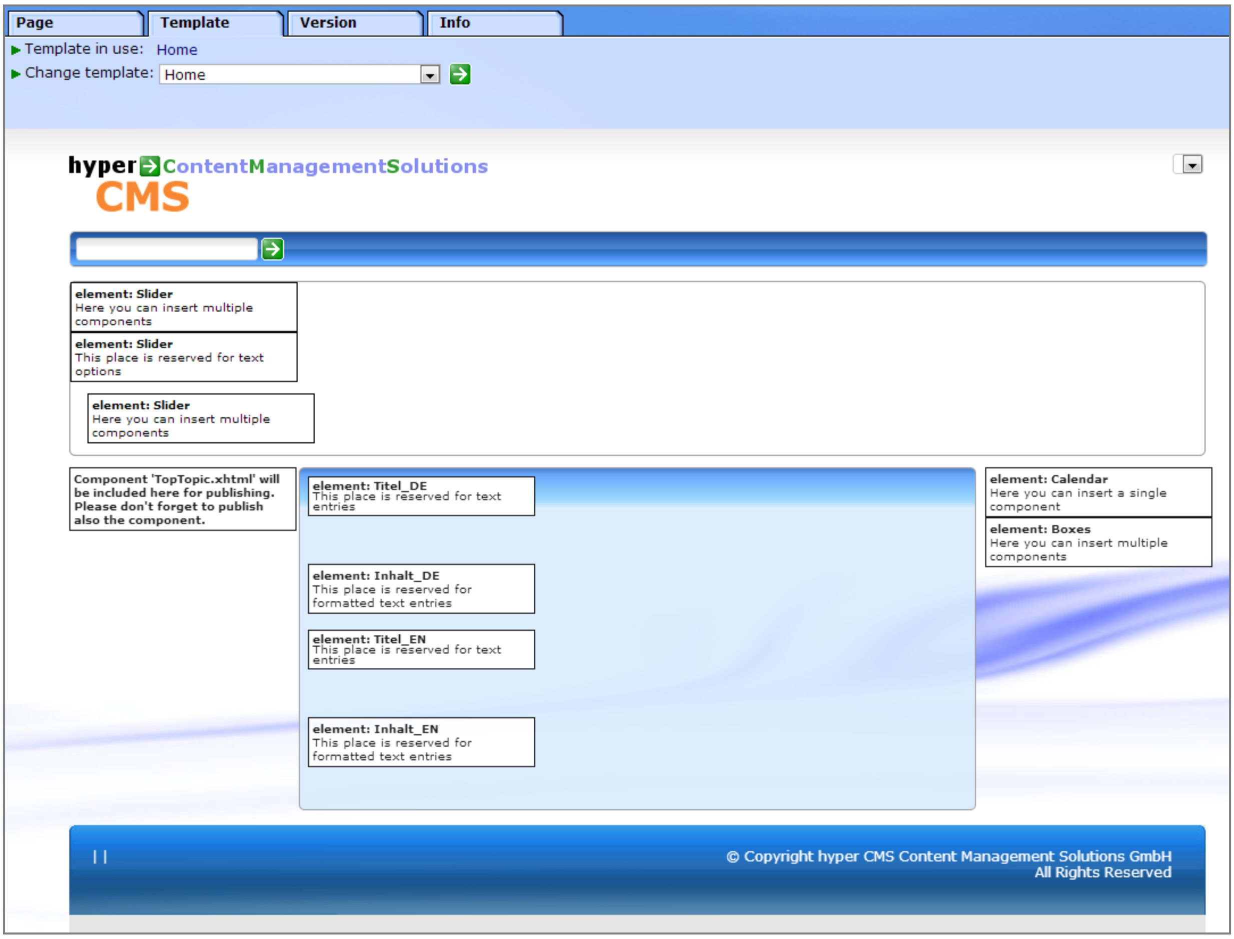
10.15 Similar images

This function can be accessed via the “Show Similar” action in the toolbar.
In the gallery view, the “Show similar” button appears for images when you move the mouse over the image. Clicking on the button of the selected image displays images with similar colors.
The button in the gallery view will only be displayed if the button for searching for similar images is enabled in the main configuration of the system, see parameter $mgmt_config['showsimilar'].



Changing a template

Page and component templates can be changed at any time. Select the second tab to choose a template. When selecting a template from the list, a preview is displayed which also shows the ID (Identification Number) of the editable Elements. By assigning another template you can hide elements or add additional elements (text, images, …) to your page or component.
All available templates are displayed in a list. By choosing a template from the list and clicking “ok“, you assign it to the selected object.
Please note that changes to a component affect all pages where the component is embedded after publication.

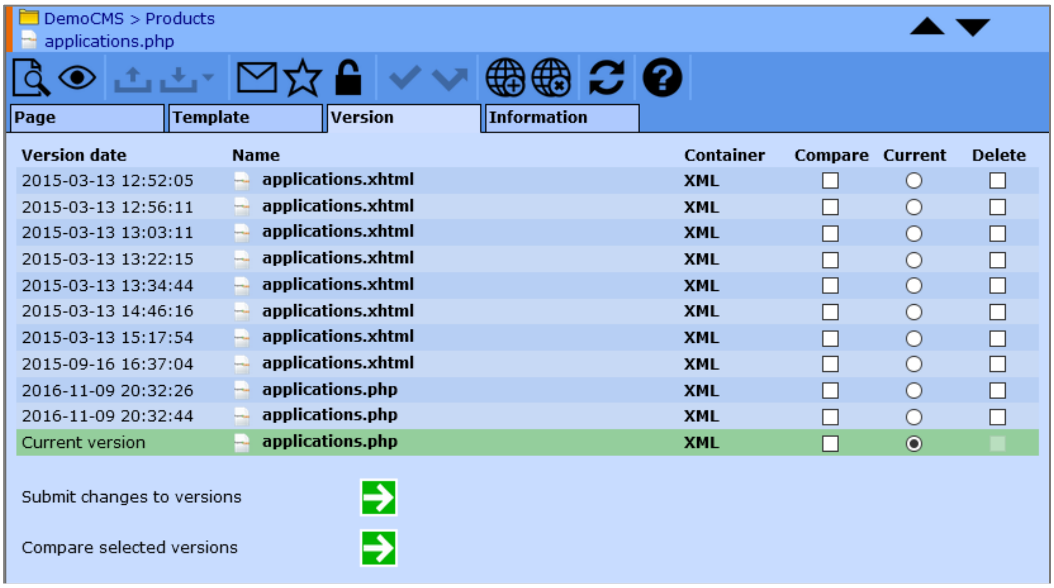


10.16 Versioning of contents

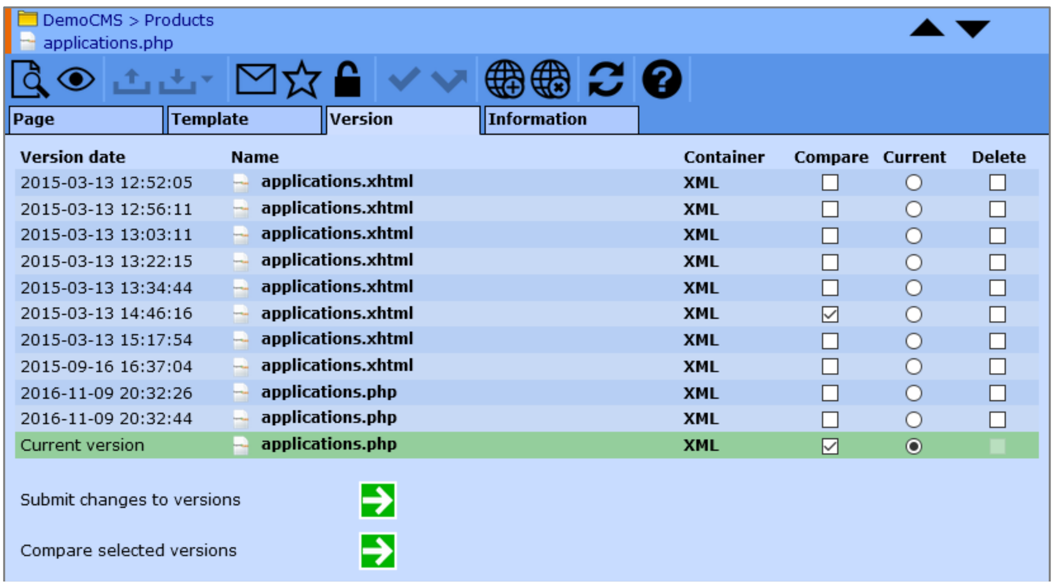
All published contents or changes in assets are automatically tracked and logged by the version management system, which allows you to view the entire history of pages content. Each time an object is modified, a new version is created which allows editors to undo changes to this object at a later time. Older versions can be removed from the system as well.

Please note that the versioning of contents is completely independent from the layout. If you change the appearance of your website, previously created contents can be included without affecting the design.
Besides the page preview there is also an XML view.

Click the third tab to view these versions:



You can also compare two version with each other to see and check the changes between them. To do so check the “compare” – checkbox of the two versions you want to compare an click the button next to “Compare selected versions”.



The result will be displayed in a new window. Red colored text passages indicate that this content has been removed. On the other hand, the green colored text shows content that has been added.

Location: /DemoCMS/03_Customers/
Object: index.xhtml

Comparison of versions: 2013-05-06 18:57:26 / Current version

ID: Inhalt_DE

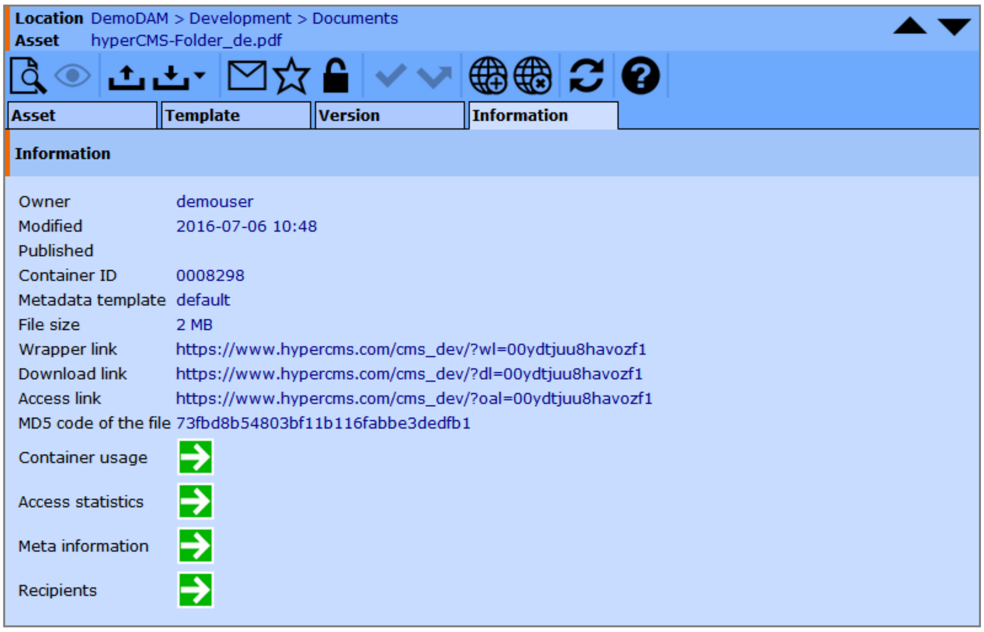
hyperCMS besitzt über ~~eine Dekade an~~ ein Jahrzehnt Erfahrung im Bereich Content Management und betreut eine grosse Anzahl an Benutzern in mehr als 20 verschiedenen Ländern. hyperCMS besitzt eine Reihe an Kunden aus den Branchen Handel, Handwerke, Finanz, Telekommunikation sowie Spezialunternehmen. Dabei vertraut man nicht nur unserem Produkt, sondern dank des breit gefächerten Know Hows im Bereich Content Management auch auf unsere Dienstleistungen. Dazu zählen u.A. Wirtschaftlichkeitsbetrachtungen (TCO), Organisationsberatung und Prozessberatung im Bereich Content Management bei Großunternehmen. Wir unterstützen unsere Kunden bei technologisch komplexen Projekten und sorgen für die technische Umsetzung. Die Integration von Datenbanken und Webservices zählen genauso dazu, wie die Implementierung des hyper Content Management Servers als zentrale Plattform. Aufgrund der Möglichkeit den hyper Content Management Server auch auf virtuellen Servern betreiben zu können, sind wir besonders stolz darauf, auch Kleinunternehmen zu unserem Kundenkreis zählen zu dürfen. Für einen Einblick in bereits realisierte Projekte, bieten wir Ihnen ein paar Fallbeispiele, die den hyper Content Management Server einsetzen.

ID: Inhalt_EN

hyperCMS brings more than ~~a decade~~ ten years of expertise supporting a large amount of users in more than 20 different countries. hyperCMS has various customers in different industries, namely commerce, craftsmanship, financing, telecommunication, and specialized companies. It is not just our product our customers trust in, it is also our broad knowledge when it comes to content management services. Among these services, we offer total cost of ownership analyses, organisations consulting, and process consulting for major enterprises. We support our customers in technologically complex projects and take care of the technical implementation. The integration of data bases, web services, and the implementation of the hyper Content Management Server as a central platform also belong to our core capabilities. The hyper Content Management Server offers the possibility to be run on a virtual server. Therefore we are also proud to have also small and medium sized companies among our customers. To provide an insight into finished projects we offer some business cases that make use of the hyper Content Management Server.

10.17 Object information

The fourth tab offers general information about a page or an asset:

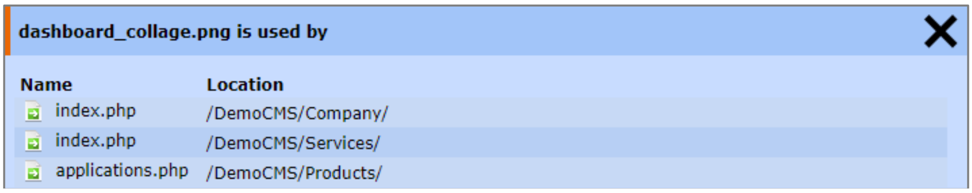


This view shows the owner of an object (user) various information about the object like the date of last change, date of last publication, the usage of the underlying content container by different objects (if connected copies are used), the assigned template and the file size in Kbytes.

There are 3 types of links to multimedia files:

- **Direct link:** This is a direct link to the file and only works on published websites. In Intranets, Extranets and Digital Asset Management Solutions the access can be restricted.
- **Wrapper Link:** This is an indirect access to a file via a wrapper. The wrappers depends on system configuration and can allow or block access. Even if the media files are all protected this can be used to give access to single files without being logged in the system.
- **Download Link:** This type of link forces the download of a file. The same rules as for Wrapper Links apply. Files that have been downloaded via this kind of link are recorded in the download statistic.
- **Access Link:** This link, if enabled, allows the automatic logon in the system and the access to the object. The permissions depend upon the general user, which has been assigned to the access link feature.

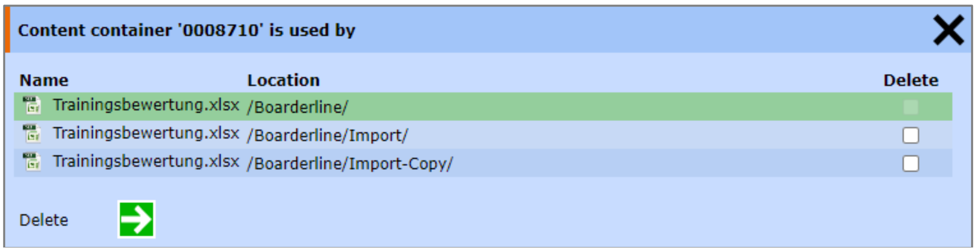
When the link management is used, additional information about the reference and usage is available. By clicking “Show where used“ you can list all objects in which the current component is embedded. By clicking an entry of the list you can go directly to the page or component to view or edit it (depending on your permissions).



dashboard_collage.png is used by

Name	Location
index.php	/DemoCMS/Company/
index.php	/DemoCMS/Services/
applications.php	/DemoCMS/Products/

If there are connected copies of the same content (content container), all objects that use the same content are displayed with “Container usage”. You can remove connected objects by selecting them using the checkbox and clicking on the “OK” button.
Connected copies of folders and the current object are not allowed to be removed, the checkbox for these objects will be disabled.



Content container '0008710' is used by

Name	Location	Delete
Trainingsbewertung.xlsx	/Boarderline/	
Trainingsbewertung.xlsx	/Boarderline/Import/	
Trainingsbewertung.xlsx	/Boarderline/Import-Copy/	

Delete

For multimedia files a usage statistic is available. Precondition is that this file has been access via access or download link and not using a direct link.
The statistic offers a convenient way to see the activities of users for a certain asset within the months.

Download	Users/IP	Hits
2022-02-24	66.249.64.13	1
2022-02-23	154.54.249.203	1
2022-02-23	185.119.81.104	2

The button “Meta information” gives access to all meta information of a file.

File	
File Size	717 kB
File Modification Date/Time	2013:04:08 13:57:19+02:00
File Type	JPEG
MIME Type	image/jpeg
Exif Byte Order	Little-endian (Intel, II)
Current IPTC Digest	7cfea9029967bcb6e959bf0b43313ac1
Image Width	2500
Image Height	1664
Encoding Process	Baseline DCT, Huffman coding
Bits Per Sample	8
Color Components	3
Y Cb Cr Sub Sampling	YCbCr4:4:4 (1 1)
JFIF	
JFIF Version	1.02
EXIF	
Image Description	an abstract background image featuring colourful waves of light
Make	NIKON CORPORATION
Camera Model Name	NIKON D700
Orientation	Horizontal (normal)
X Resolution	300
Y Resolution	300
Resolution Unit	inches
Software	Adobe Photoshop CS4 Windows
Modify Date	2011:07:10 11:16:48
Copyright	www.freeimages.co.uk see site for terms of use
Exposure Time	1.9
F Number	8.0
Exposure Program	Manual
ISO	200

The button "Recipients" shows a list of users which the object was sent to via e-mail notification.

Date	User	e-mail	Delete
2013-04-30	User20130430150019	john.doe@hypercms.com	☐

Delete selected recipients:

If a workflow is linked to a page or component you can view its status by clicking the “Information“-tab. The status of a workflow is represented by a table, which lists all instances of a workflow as well as its members and the status of the document.

Workflow status

Member type	Task	Member	Status	Date
Members on workflow stage 1				
User	Create new text	demouser	accepted	2019-11-13 16:34
Members on workflow stage 2				
User	Proofread content		pending/rejected	-
User group	Proofread content	Administrator	pending/rejected	-
Members on workflow stage 3				
User group	Check grammar	Administrator	pending/rejected	-
Members on workflow stage 4				
Robot script	Final release / Publish	-	pending/rejected	-

11 Legal reference / flag

11.1 Questions and suggestions

For advanced questions and suggestions, please contact the support.

hyperCMS Support:
www.hypercms.com
support@hypercms.com

11.2 Imprint

Responsible for the content:

hyperCMS
Content Management Solutions GmbH
Rembrandtstr. 35/6
A-1020 Vienna – Austria

office@hypercms.com
http://www.hypercms.com

11.3 Legal information

The present product information is based on the version of the program, which was available at the time the document was composed.

The maker reserves the rights of modifications and corrections of the program.
Errors and misapprehension accepted.