

**cmsBasic User Guide**

**by**

**OAKTREEWEB**

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## **Introduction**

### **Summary**

cmsBasic is a simple content management system for small to medium sized web sites requiring a capability to be updated by persons in departments or organizations with a basic computer literacy background. This application is implemented to run on the Microsoft ASP platform and uses an MS Access database. The database can easily be upgraded to MS SQL or MySQL. A sample web site is also provided and can be used as a Template for developing your own web sites.

**License and disclaimer – TBD**

## **Content of Zipped File – cmsBasic**

Article Manager and Page Manager asp pages  
Site1 – Example template used by cmsBasic  
Images used by site1 and the application  
Access database  
CSS files

## **Application Features**

### **Article Manager Features**

Summary – Manage the creation and publication of news articles and events.

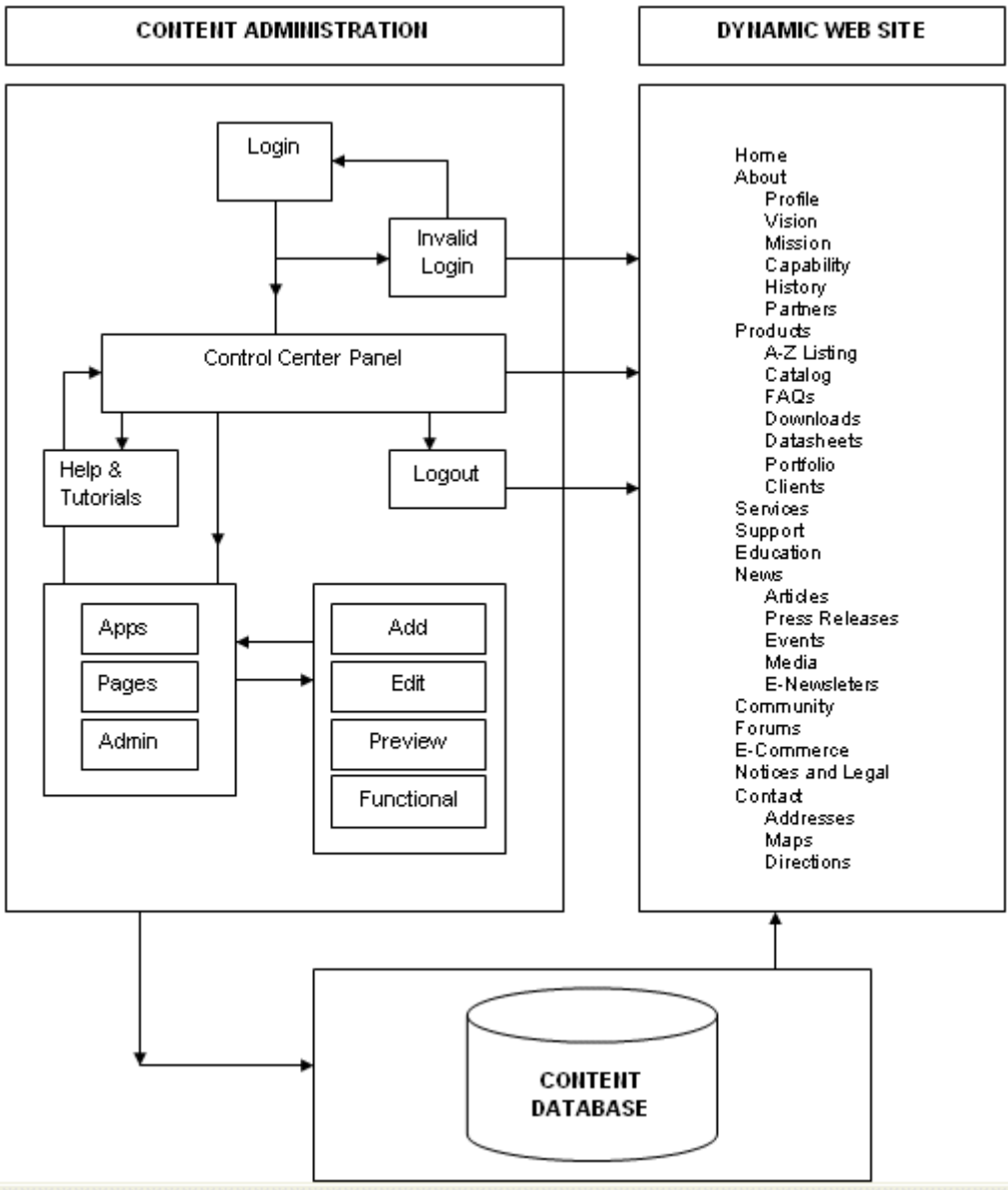
### **Page Manager Features**

Summary – Manage the creation and publication of web pages.

### **Site1 Features**

Summary – This is a 4 page demonstration web site with a single content section and the home page section (one page). The intent is to show how a computer literate user with minimal skills can use this application to manage web page content using a browser any time any place.

### **Dataflow/Workflow Chart**



## **Installing cmsBasic**

### **Un-Zip cmsBasic file**

Un-zip the cmsBasic file in a folder defined as a web site using Dreamweaver MX 2004 or later. Be sure to make a backup copy of the file and save it in a "safe" place. You will see all the files and folders necessary to use cmsBasic. First, read the README file then proceed to install the application and sample web site for testing.

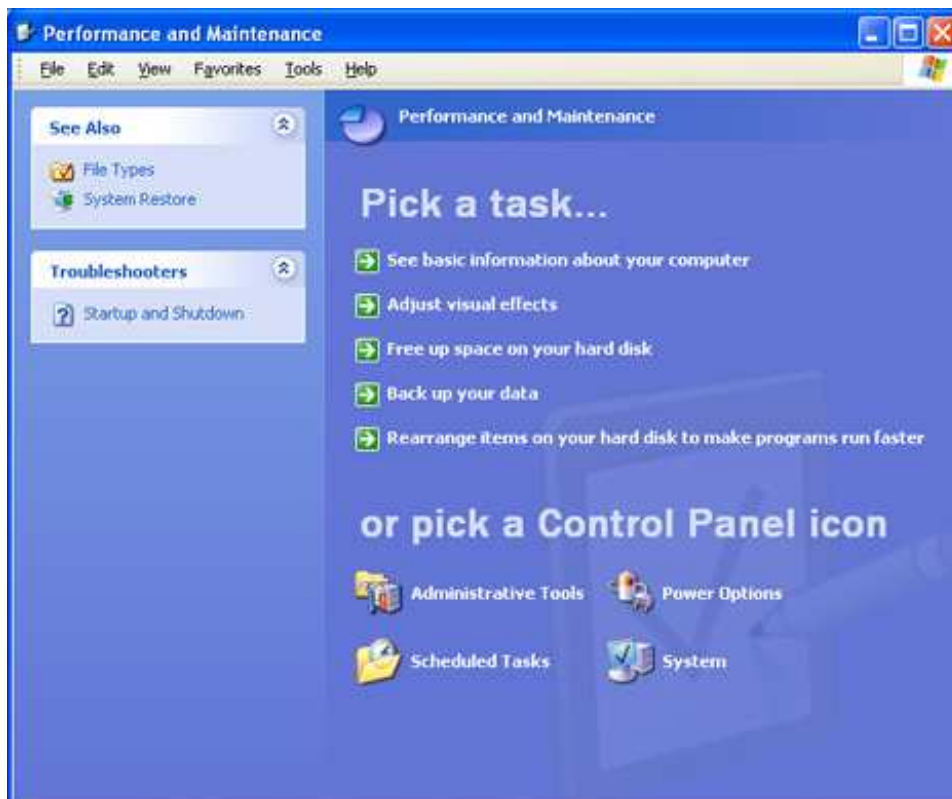
### **Data Source Name**

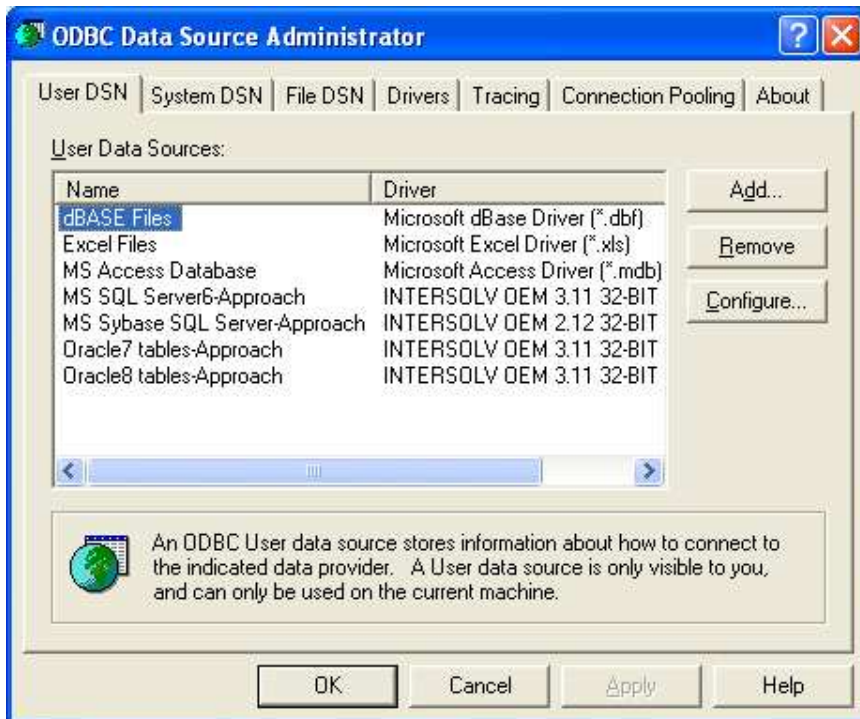
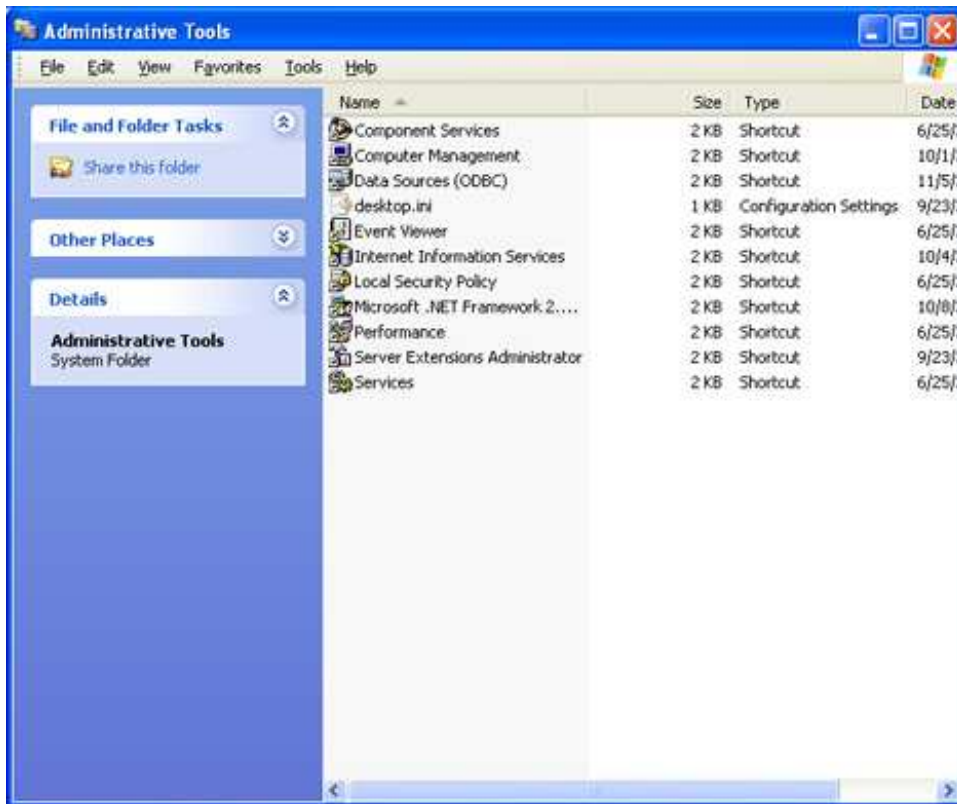
The distributed database is named smis.dbm and is located in the amdata folder. You can place it in any folder you like but will have to re-define the location to the application on your testing or production server. This is done using the Connections described below.

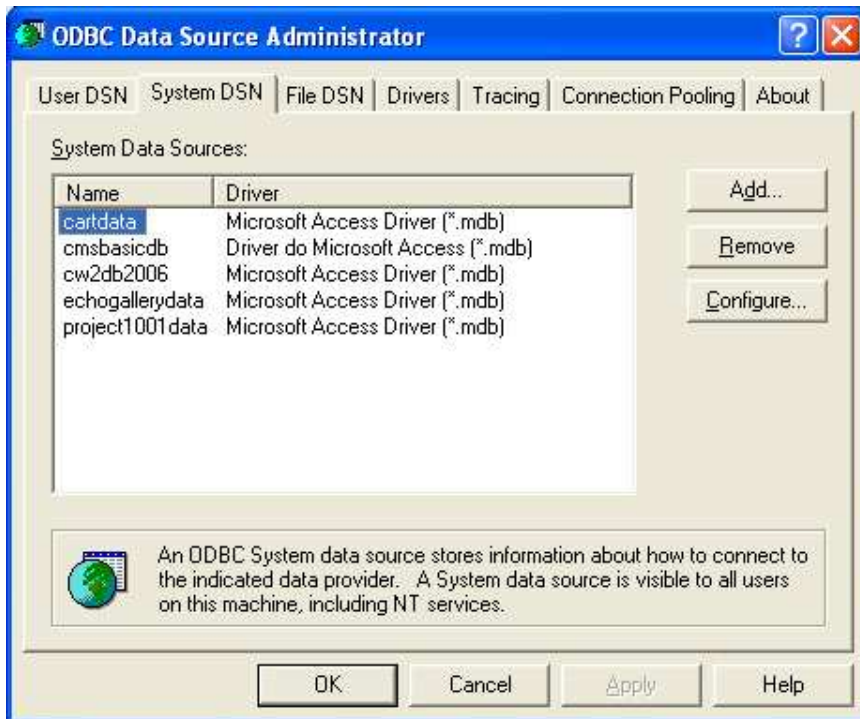
### **Connections/ODBC**

The connections folder contains the data source name file named amsimis.asp. You will find that the data source name contained in the file is **cmsbasicdb**. This establishes your OCDB connection and must be configured on your computer (this assumes you are using IIS and MS Access). Use the following navigation steps to establish your connection for MS Windows XP and IIS 5:

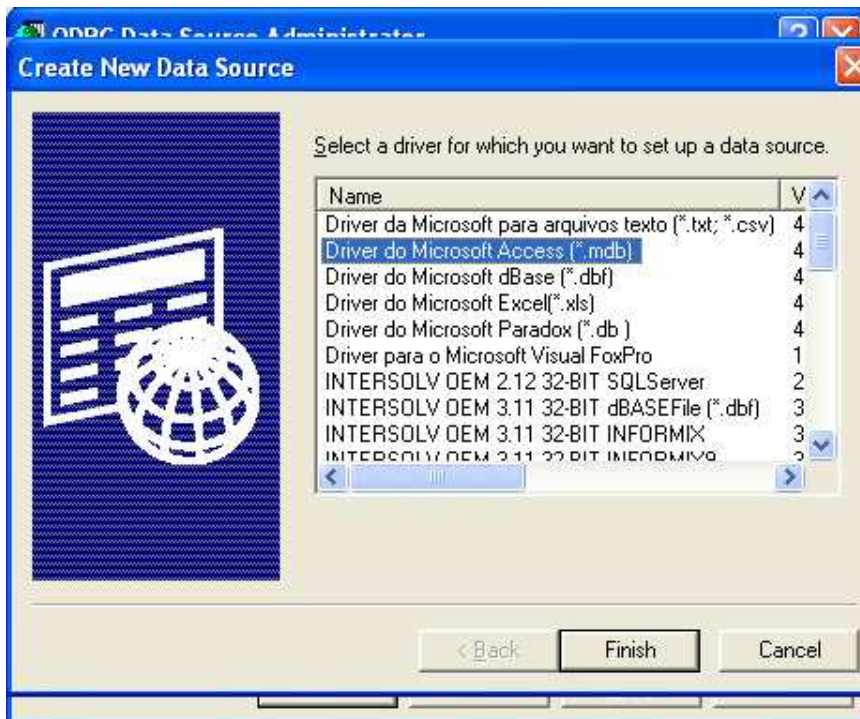
**Control Panel > Performance and Maintenance > Administrative Tools > click, Data Sources (ODBC) > ODBCData Sources Administration > select tab for System DSN > click ADD to create new data source.** Use the 5 screenshots below for these steps:

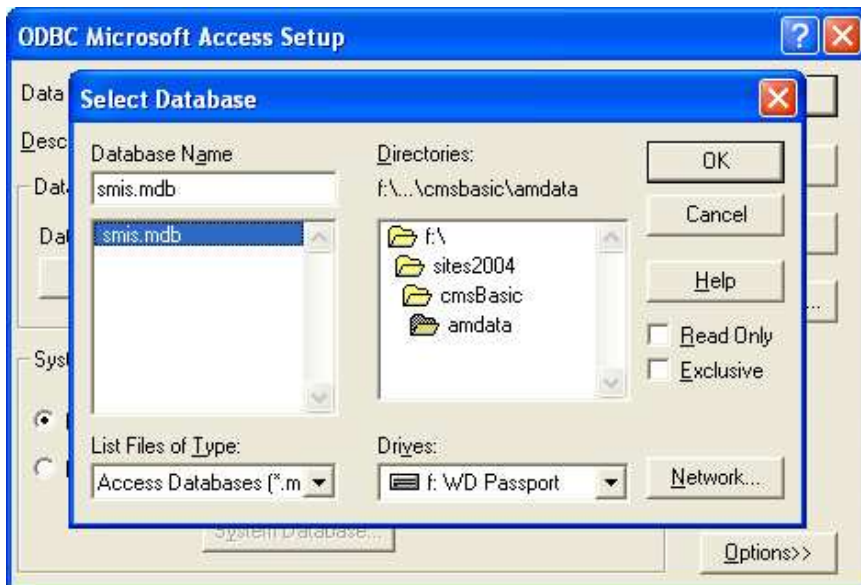
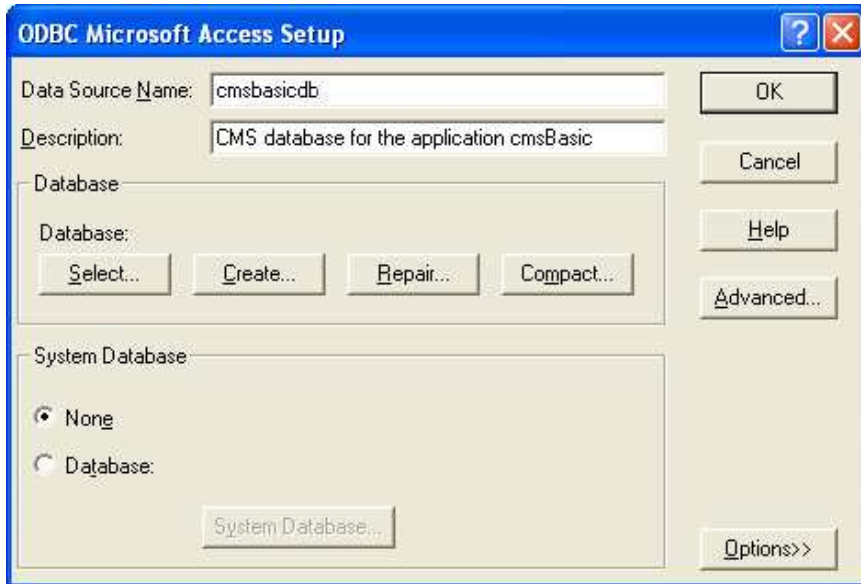






Now select **Driver do Microsoft Access (\*.mdb)** on the **Create New Data Source** screen> click **Finish**. Using the **ODBC Microsoft Setup** screen, enter **cmsbasicdb** as the data source name and any descriptive name in the description window, click **OK**. Then use the **Select** button located beneath **Database** to navigate to the folder **amdata** containing the database file name **smis.dbm**, select this database file name to establish a pointer to your database file. Click **OK, OK, OK**. That's it. Use the 3 screens below as a guide:

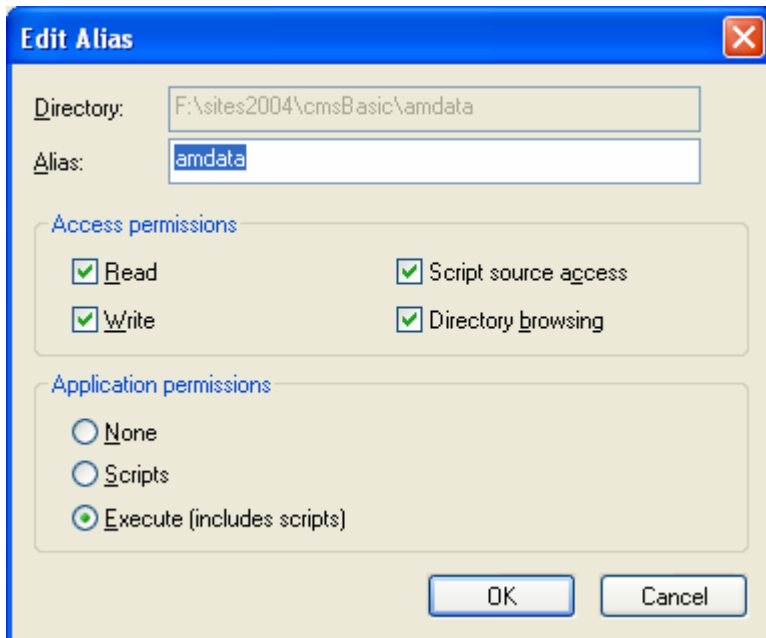
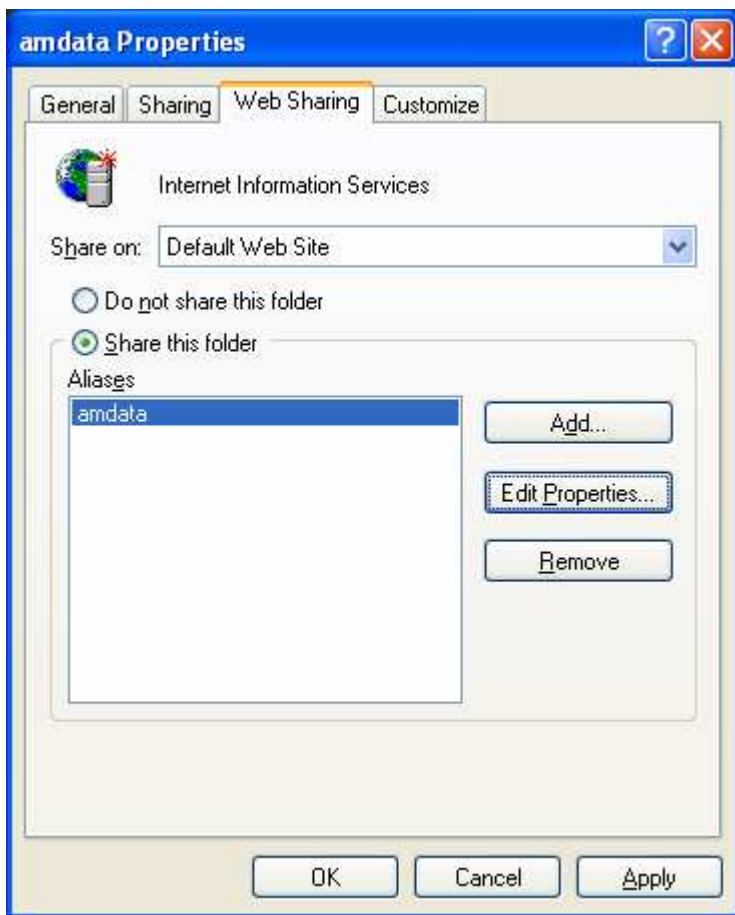




If you are knowledgeable about database connections, you can use a non-ODBC connection (not explained here).

### Permissions

The database folder **amdata** should have **Web Sharing** set to “**sharing**” and its permissions set using the “**Edit Properties**” button to view the dialog and check the boxes for Read, Write, Script Source Access, and Directory Browsing as follows:



## Testing Site1

You are now ready for testing the web site to insure that it is operational on your server. If you are on a local server the URL should look something like this:

<http://localhost/yourwebsitefolder/site1/index.asp>

Note that the site1 web site is located in a folder one level below the root level of the application containing the CMS Administration section. You can build a “splash” page, say index.asp, for entry to the site1 web site (not discussed here; uploading to a production server will be discussed later).

## **Customizing cmsBasic and Site1**

### **Image Editing – Branding Article Manager and Page Manager**

You are welcome to brand the Article Manager and Page Manager Applications using your own name and logo. There exists two images that need to be changed to brand the applications (Photoshop version are contained in the Local Files folder):

Article Manager – am2\_banner.gif  
Page Manager – pm\_banner.gif

### **Image Editing - Site1 Header**

The site1 header file was prepared using Photoshop and is contained in the Local Files folder in the site1 root folder. The layout is simple and can be replaced by fonts and colors of your choice. The footer is completely in text form and styled using CSS. Accordingly, no image exists.

### **Customizing the site1 web pages**

Note that this web site consists of 4 pages – the homepage index.asp, the content page en\_Page.asp, and two include pages for the header, inc\_Header.asp and the footer, inc\_Footer.asp.

### **Homepage content, index.asp asp file**

The homepage consists of a header, footer, 3 static links, unlimited number of dynamic links, and dynamic content. No distinct sections have been defined for the site. The content for the homepage comes from a record in the database section named **home** and page named **home**. All other content uses one page format in which content is inserted in the page based on the link chosen from the left hand side menu as discussed below.

### **Content page, en\_Page.asp**

An unlimited number of pages can be generated based on the content of the database and inserted into a single formatted page named en\_Page.asp. It is similar to the home page in structure. It uses the same include files for the header and the footer. You can use distinct files for this content page if you like, using Dreamweaver to make the modifications (or some other editor to edit the HTML code) to create and insert new header and footer page in the content page locations reserved for these components.

### **Navigation – Top navigation links, Left navigation links**

There exists 3 top navigation links that are shown for illustration purposes. The active links on the left hand side are “live” and all are generated from the content of the database. These links are formatted using CSS. The links are generated using a Dreamweaver record set name rsPage.. more info later

### **Include Header file**

The header include file contains the banner image (760x110 pixels) and a section reserved for static links. There are 3 inactive links (except for the home link) at the top of each page but can be enhanced by additional links.

### **Include Footer file**

Similar to the header include file, there exists a footer file with inactive links and a place for copyright information that will appear on every page of the web site. This file can be customized as you choose.

## **CSS – main.css file**

This file should be examined to see how CSS is used in this application. It is very simple as is the philosophy for the entire application.

## **Upload cmsBasic and site1 to your Production Server**

This is a brief discussion regarding how to prepare for a production server.

First, you will have to build a “splash” entry page for the root folder web site. Name it index.asp. The URL will be either of the examples below:

<http://www.youwebsitename.com> or  
<http://www.youwebsitename.com/index.asp>

This entry splash page will have as a minimum, a link to the site1 as below:

<http://www.yourwebsitename.com/site1/index.asp>

You can now FTP your entire set of files to your production server. This includes the cmsBasic Admin files in the root folder and the site1 files in the folder named “site1”. Note – You can create additional folders for with customized copies of site1 for different functions or departments in your organization for example. These could be your sales department or your support department or your communications department, etc. This is all we will discuss on this topic at this time.

## **Using cmsBasic**

Administration Section – There exists a common interface to access both the Article Manager and the Page Manager. The initial screen is the Administration Control Center and allows the user to select from a list of CMS Applications. In this basic version there are only two applications – the Page Manager and the Article Manager. A user login will be added in the future.

# CMS ADMIN CONTROL CENTER

<b>ARTICLE MANAGER</b>	
<a href="#">Add an article</a>	<a href="#">Edit, Preview, or Remove</a>
<b>WEB PAGES ALL</b>	
<a href="#">Add a page</a>	<a href="#">Edit, Preview, or Remove</a>
<b>WEB PAGES by SECTION</b>	
Home	<a href="#">Edit, Preview, or Remove</a>
About Us	<a href="#">Edit, Preview, or Remove</a>
Services	<a href="#">Edit, Preview, or Remove</a>
Process	<a href="#">Edit, Preview, or Remove</a>
Support	<a href="#">Edit, Preview, or Remove</a>
Resources	<a href="#">Edit, Preview, or Remove</a>
Contact Us	<a href="#">Edit, Preview, or Remove</a>
<b>USERS</b>	
<a href="#">Add a record</a>	<a href="#">Edit, Preview, or Remove</a>
<b>SAMPLE SITE S</b>	
<a href="#">pm Local URL</a>	<a href="#">Online URL</a>
<a href="#">am &amp; pm Local URL</a>	<a href="#">Online URL</a>
<a href="#">Sm 2-page Local URL</a>	<a href="#">Online URL</a>




## User Login – TBD



### **Administration – Page Manager**

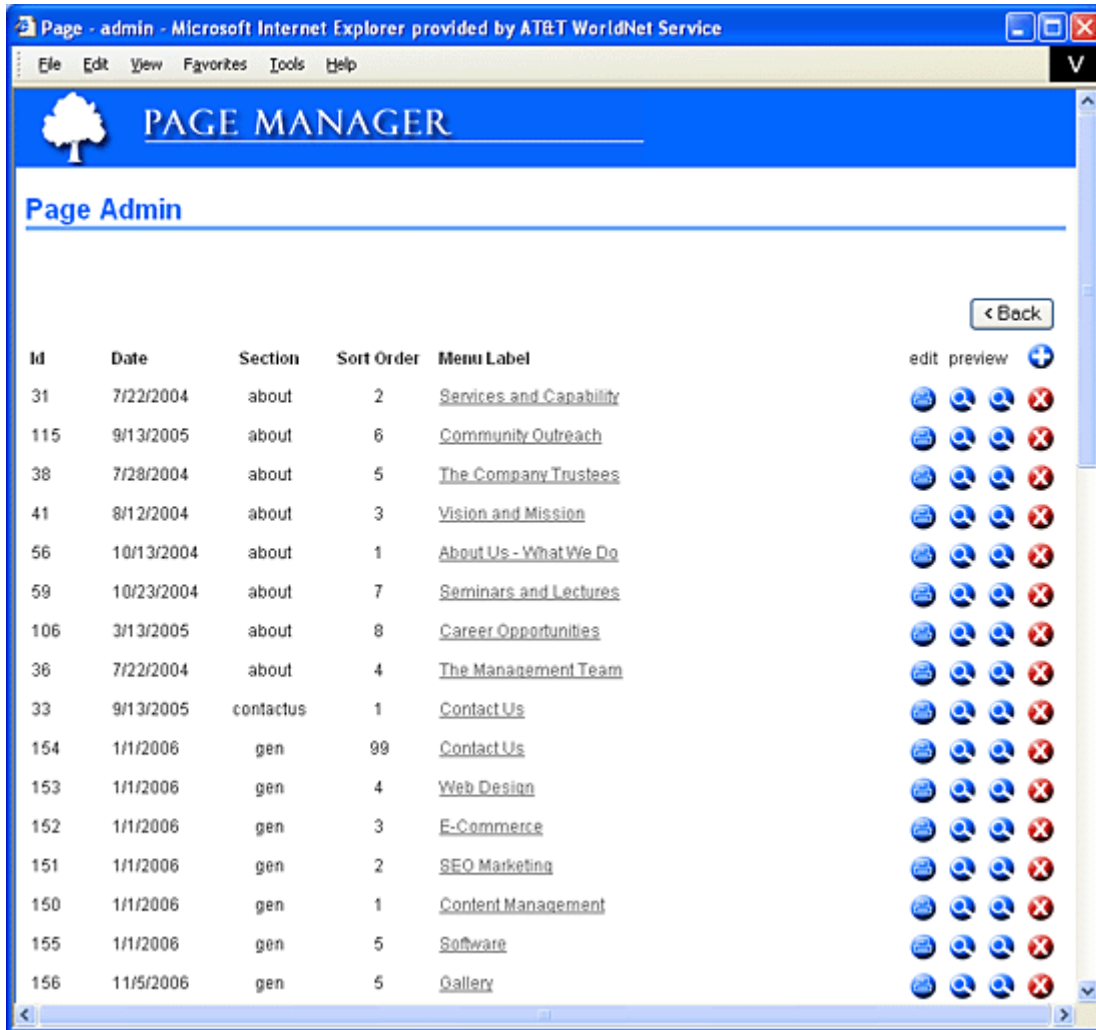
The Page Manager Administration section allows you to add, change, view or delete the content for specific web apges. It also allows you to create web site sections as a direct result of creating a web page. However, for the Site1 Sample web site, there exists only one section named “gen” as you will see when the content of a page is examined. Screenshots of each function available to you follows below:

### **Page Administration Control Center**

There are 5 functions that can be selected from the Page Administration Control Center. These are summarized in the table below:

Function	Icon	Description
1 Add/Insert		Add a new record to the page content database
2 Edit		Edit/change an existing record in the database
3 Preview detail		View the record details

- 4 Preview in Site1  View the record in Site1 as a "live" page
- 5 Remove record  Remove/delete the record (cannot be reversed)
- 6 Edit (alternate) link Click on the menu name to edit the existing record



**Page Admin**


[< Back](#)

Id	Date	Section	Sort Order	Menu Label	edit	preview	+	-	🔍	✖
31	7/22/2004	about	2	<a href="#">Services and Capability</a>						
115	9/13/2005	about	6	<a href="#">Community Outreach</a>						
38	7/28/2004	about	5	<a href="#">The Company Trustees</a>						
41	8/12/2004	about	3	<a href="#">Vision and Mission</a>						
56	10/13/2004	about	1	<a href="#">About Us - What We Do</a>						
59	10/23/2004	about	7	<a href="#">Seminars and Lectures</a>						
106	3/13/2005	about	8	<a href="#">Career Opportunities</a>						
36	7/22/2004	about	4	<a href="#">The Management Team</a>						
33	9/13/2005	contactus	1	<a href="#">Contact Us</a>						
154	1/1/2006	gen	99	<a href="#">Contact Us</a>						
153	1/1/2006	gen	4	<a href="#">Web Design</a>						
152	1/1/2006	gen	3	<a href="#">E-Commerce</a>						
151	1/1/2006	gen	2	<a href="#">SEO Marketing</a>						
150	1/1/2006	gen	1	<a href="#">Content Management</a>						
155	1/1/2006	gen	5	<a href="#">Software</a>						
156	11/5/2006	gen	5	<a href="#">Gallery</a>						

### Insert a Page

Page - Insert - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

 **PAGE MANAGER**

### Page Add/Insert Record

[< Back](#)

Page title:

Section name:

Sub-section:

Category:

Menu label:








Sort order:

Page date:

Author:

Page abstract:

Page Content:

Arial 1 (8 pt) None Paragraph **B** *I* U       

--content--

Page number:

Start date:

End date:

Status:

Keywords:

Image:

Revision date:

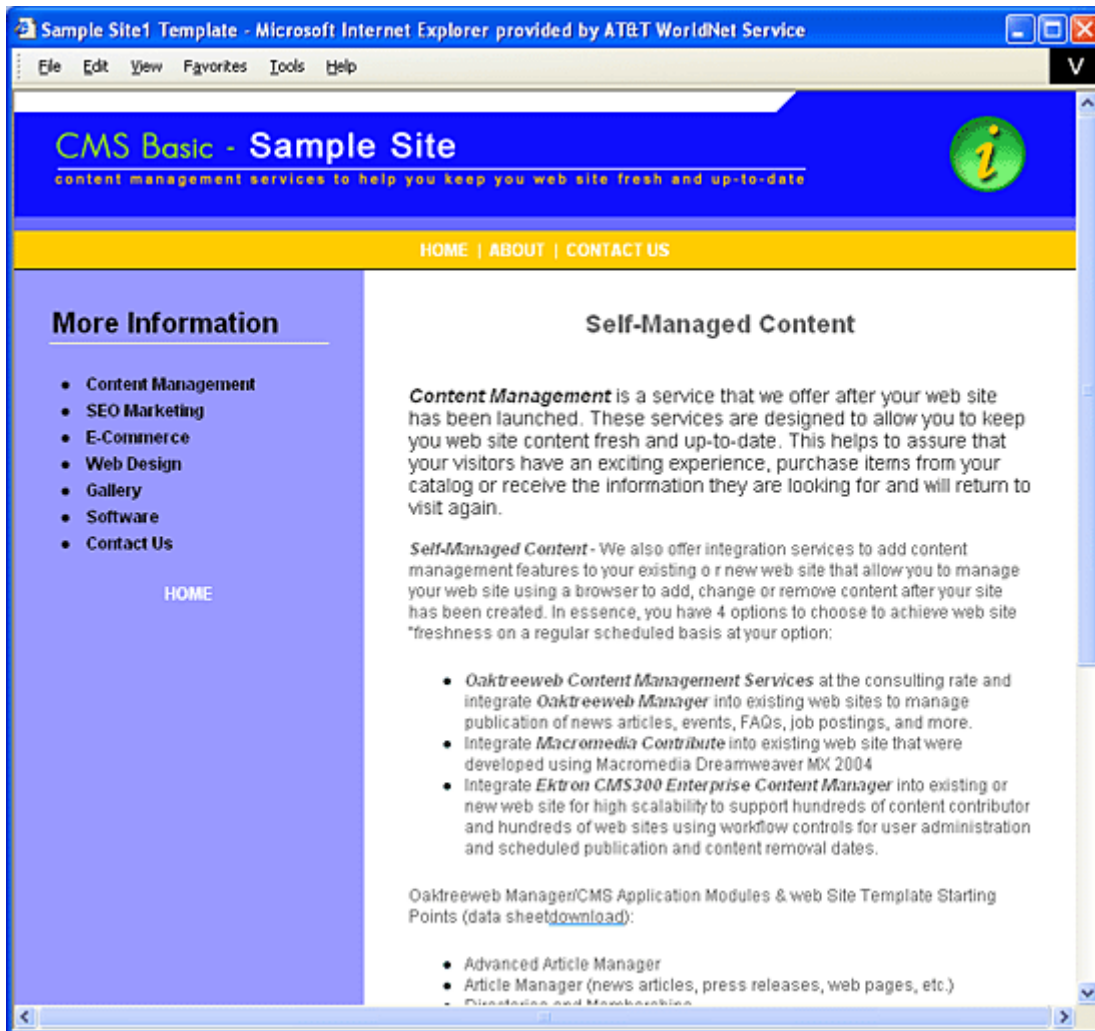
[Help](#) | [Contact Us](#)

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**View a Page Details**



**View a Live Page Details (in Site1)**



Edit a Page

Page Edit/Update - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

# PAGE MANAGER

## Page Edit/Update

[← Back](#)

Page title:

Section name:

Sub-section:

Category:

Menu label:

Sort order:

Page date:

Author:

Page abstract:

Page content:

Arial 1 (8 pt) None Paragraph B I U S x²

Self-Managed Content - We also offer integration services to add content management features to your existing or new web site that allow you to manage your web site using a browser to add, change or remove content after your site has been created. In essence, you have 4 options to choose to achieve web site "freshness on a regular scheduled basis at your option:

- *Oaktreeweb Content Management Services* at the consulting rate and integrate *Oaktreeweb Manager* into existing web sites to manage publication of news articles, events, FAQs, job postings, and more.
- Integrate *Macromedia Contribute* into existing web site that were developed using Macromedia Dreamweaver MX 2004
- Integrate *Ekt on CMS300 Enterprise Content Manager* into existing or new web site for high scalability to support hundreds of content contributor and hundreds of web sites using workflow controls for user administration and scheduled publication and content removal dates.

Page number:

Start date:

End date:

Status:

Keywords:

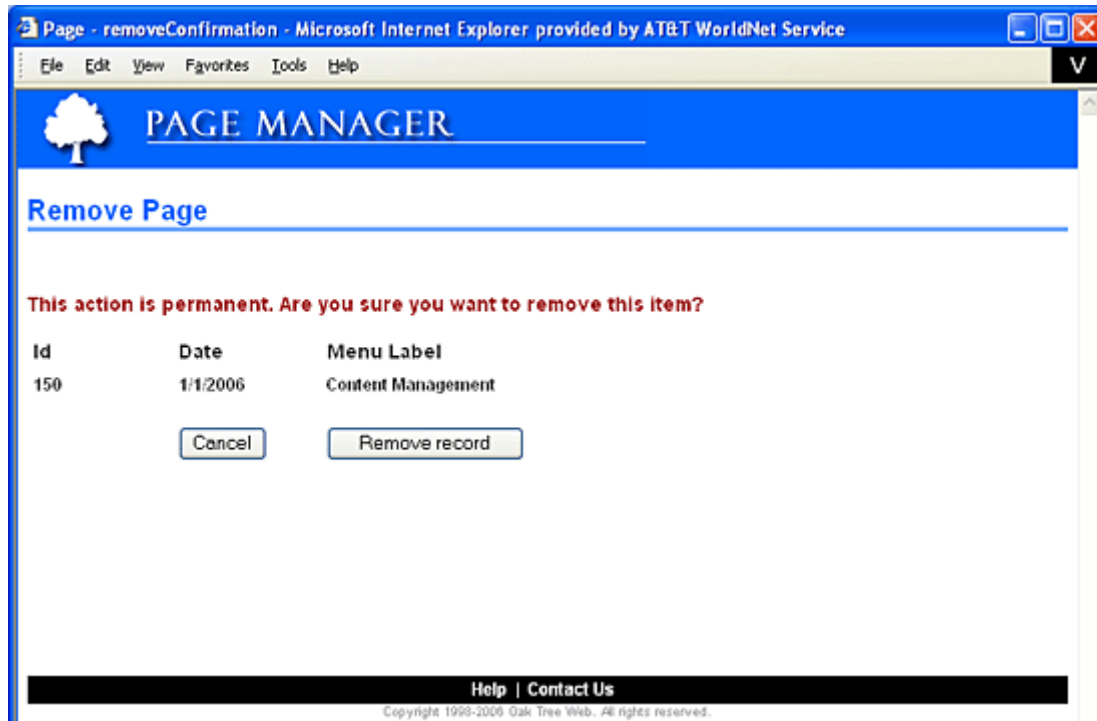
Image:

Revision date:

[Help](#) | [Contact Us](#)

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## Remove a Page



## Page Manager Administration files

1. pm\_index.asp - home page
2. pages\_admin.asp - links to the major functions
3. pages\_detail.asp - extract of detail information from record in database
4. pages\_insert.asp - add new article page
5. pages\_remove.asp - removes article from database
6. pages\_removeConfirmation.asp - confirmation before permanent removal of record
7. pages\_update.asp - edit and change existing page in database
8. CSS - folder containing main.css file

### Administration – Article Manager

Insert an Article

View an Article

Edit an Article

Remove an Article

Using Start/End Publication Dates

Screenshots

## Article Manager Administration files

1. am\_index.asp - home page
2. articles\_admin.asp - links to the major functions
3. articles\_detail.asp - extract of detail information from record in database
4. articles\_insert.asp - add new article page

5. articles\_remove.asp - removes article from database
6. articles\_removeConfirmation.asp - confirmation before permanent removal of record
7. articles\_update.asp - edit and change existing page in database
8. CSS - folder containing main.css file

### **Troubleshooting, error messages**

HTTP 500.100 – Internal Server error (this is usually a permissions problem).. change the permissions for the folder or file and test again. You will also get this error if there are no valid date entries for **start date and end date** for the insert/add functions. (Alternative – add valid default dates to the insert/add pages).

HTTP 804

other

### **Support**

## **Hints, Tips and Techniques**

Problem - ASP Pages do not refresh after you “refresh” your browser. This happens when you are using MS Access and after you have attempted to test your site after making updates to your web pages or your database.

Solution - The symptoms are inconsistent but can be ameliorated by deleting your temporary Internet files, and by deleting your cookies, and then restart your computer.

Other notes:

1. An HTML editor can easily be added to the two text areas (summary and content) to make formatting easier and behave similar to word processors. No editor is included in this sample code.
2. One image can be linked using the form field included in the Insert/Update pages. An image manager may be added in the future depending on application requirements.
3. HTML editors also allow for inclusion of images links directly in the content of the articles with no limit on the number of images.
4. Users who know a little HTML can include links to images and perform other formatting functions without the requirement of an editor.
5. it has been observed that commas in numeric fields cause unexpected results when using Access databases.
6. Date format used is m/d/y and should be strictly adhered to using Access databases and no null entry are allowed for the date fields.
7. Avoid using special characters in text fields as these may also cause unexpected results.
8. These are all precautions when using MS Access databases. MS Access is strictly enforces its rules and may cause other unexpected problems.

## **Appendix – TBD (outline)**

A – Hints & Tips

Inserting HTML (new line, line feed, carriage return)

Inserting Images

Building a Gallery page

Inserting a Pop-up page (new window)

B – HTML Editor

Advanced editor

Free editor

Other resources

C – Adding Page Sections