

# **eLineStudio Site Composer 2.5 Product Overview**

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## **What's New in Site Composer 2.5!**

1. New HTML Editor
2. Dynamic Website Menus (drop-down)
3. Transfer Document Ownership
4. Share Publish Right among users

### **Previously on Site Composer 2.0.**

#### **New Features:**

1. Internationalization (multiple website languages).
2. New form editor.
3. Content block insertion.
4. Three new reports:
  - expired documents
  - documents to be expired
  - number of document views

#### **Enhancement:**

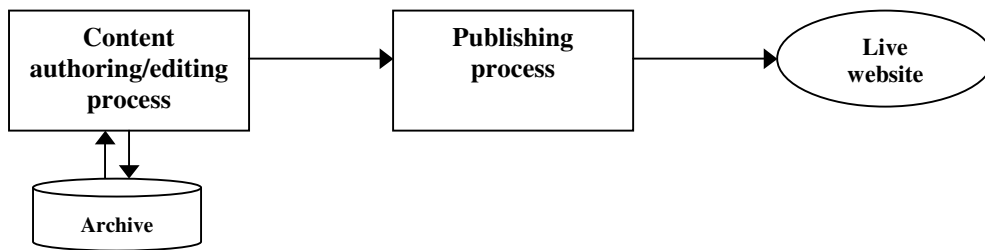
1. Add publish link in Category and Sitemap views.
2. Display previous feedback in Approve Me! page.
3. New Public folder for storing public assets.
4. New "Note" field in "add new document" and "edit document" pages.
5. Approve Me! page is set as default page if there are any documents need to be approved by just logged-in user.
6. Send email notification to reviewers when new document is released for approval (See Notification section below).

## I. Overview

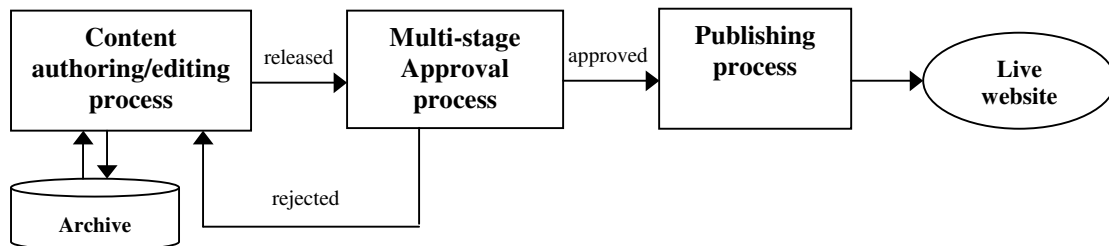
eLineStudio Site Composer is a 100% browser-based, database-driven content management system that enables users to create and maintain websites. With intuitive and carefully designed interface has made eLineStudio Site Composer an easy to use, yet powerful system.

eLineStudio Site Composer consists of three main processes:

1. Content authoring/editing process (including versioning & archiving).
2. Approval process (optional and configurable).
3. Publishing process (directly or based on a specified time).



**Picture 1. Site composer without approval process**



**Picture 2. Site Composer with approval process**

eLineStudio Site Composer feature highlights:

1. Manage documents by category.
2. Manage documents by sitemap.
3. Dynamic document positioning (unlimited sitemap level).
4. Web asset management (image, multimedia files, etc).
5. Multiple templates (including dynamic site navigation).
6. Site search & print preview.
7. InnovaStudio WYSIWYG editor (providing total control of styles).
8. Form editor.
9. Document sharing & collaboration.
10. Document check-in & check-out.
11. Document versioning & archive.
12. Document rollback feature.
13. User & role management.
14. Approval scheme management (multi-stage).
15. Multiple website languages.
16. Dynamic Website Menus (drop-down).
17. Transfer document ownership.

## II. Content Authoring/Editing Process

Users of eLineStudio Site Composer can author/edit a document. As an author of a document, he/she can share his/her documents to other users and determine the access rights of the other users (read, write, publish or even delete the documents). This mechanism represents the content collaboration model where a user can work together with other users to write a document.

An author can also transfer his/her document's ownership to other users.

### II.1. Check-out & Check-in

Editing requires users to check-out the document first (document status will be set to 'checked-out'). The document will be locked and cannot be edited by other users. Users can save their works later without checking-in the document if they have not finished with their works yet.

When a user saves and checks-in a document, the system will:

1. archive the document before it is updated.
2. Update the changes to the document.
3. increase the current version, e.g., 1.1 to 1.2.

After check-in, the document will be available again to other authorized users.

### II.2. User Collaboration

A user can collaborate with other users to author/edit a document. This collaboration model is illustrated below:

Date	Action	Document Status	Approval Status	Version
1 January 2004 9:30 AM	User A created document X & shared it to User B with READ, WRITE access	checked-in	-	0.1
2 January 2004 10.00 AM	User B read document X	checked-in	-	0.1
2 January 2004 10.30 AM	User B checked-out document X	checked-out	-	0.1
2 January 2004 11.00 AM	User B saved document X	checked-out	-	0.1
2 January 2004 11.30 AM	User B saved & checked-in document X	checked-in	-	0.2
3 January 2004 9.30 AM	User A read document X	checked-in	-	0.2
3 January 2004 10.00 AM	User A released document X for approval	Checked-in	waiting for approval	0.2

**Table 1. Example of collaboration process**

### II.3. Archive & Rollback

Every time a user saves and checks-in a document, the current document will be archived before it is updated. The same thing applies when user deletes a document. The document will be archived before it is deleted. An author can view all of his/her documents' archive list, and rollback the content if necessary.

## II.4. Document Accessibility

Document can be made public or restricted. If a document is made public (set to 'allow anonymous'), all internet/intranet users can view/access the document.

If a document is not public, only authorized users can view the document. The system will ask users to login first to determine if they have the authorization to view the document.

## III. Approval Process

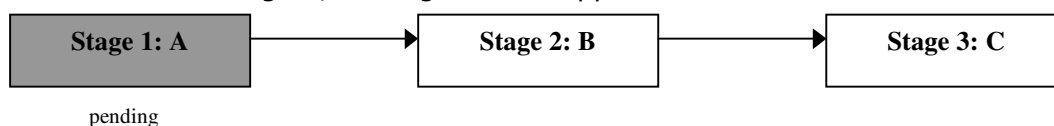
Every user in eLineStudio Site Composer can act as a reviewer in the approval process. When administrator defines an approval scheme, he/she can choose anyone listed as the eLineStudio Site Composer users to act as the reviewers in that particular approval scheme. In practice, the administrator may receive inputs from the person-in-charge in the organization about the people who can act as reviewers for particular document categories.

Approval scheme in eLineStudio Site Composer is multi-stage. Administrator can define more than one stage of approval (up to 7) that a document must go through before it is published.

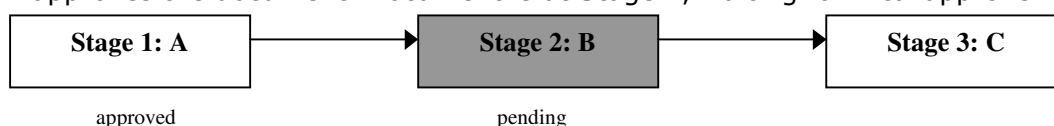
If there is one reviewer does not approve a document, than logically the document will be taken back to the content authoring/editing process. After the author finishes fixing the document and releases it again, it will be brought back into the approval stage where it was rejected previously.

Diagram below will illustrate the approval workflow process (assume all reviewers will 'approve'):

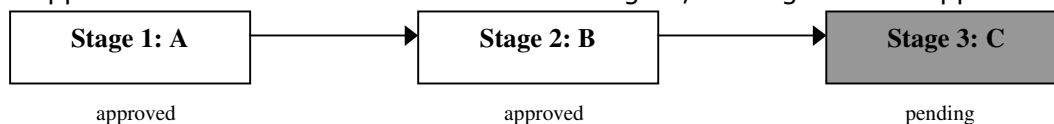
1. Document is at Stage 1, waiting for A to 'approve'.



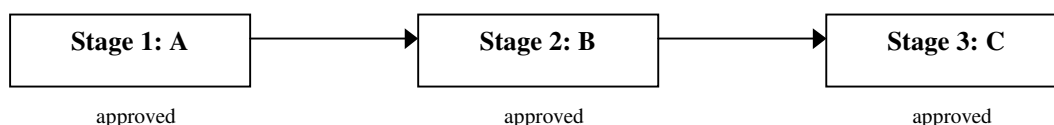
2. A approves the document. Document is at Stage 2, waiting for B to 'approve'.



3. B approves the document. Document is at Stage 3, waiting for C to 'approve'.

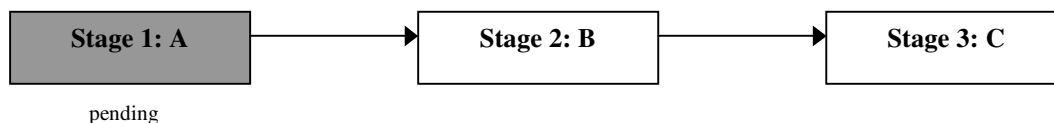


4. Document is 'approved' by the last reviewer, i.e., C. Document will be published directly or on a specified publishing date.

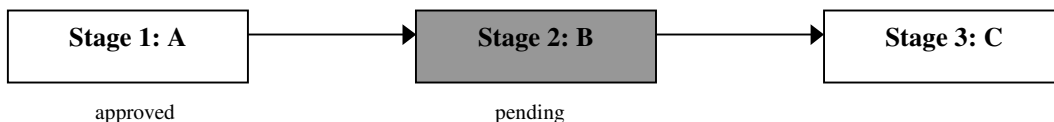


Next illustration will explain what will happen if reviewer B does not approve:

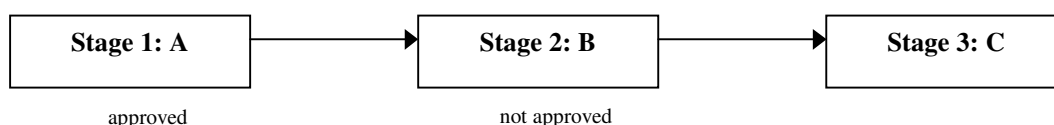
1. Document is at Stage 1, waiting for A to 'approve'.



2. A approves the document. Document is at Stage 2, waiting for B to 'approve'.



3. Reviewer B does not approve the document. The document is rejected and returned to the content authoring/editing process.



## IV. Publishing Process

Basically, there are two types of document publishing:

1. No approval scheme. The author can publish the document directly.
2. There is an approval scheme for the document. In this case, the document will be published as soon as the last reviewer approves it.

For both cases, if there is a specified publishing date, the document will only be online after that date. Users can also specify expiry date of a document.

Author of a document or anyone that has been granted "publish" right can publish a document.

## V. Document Organization

eLineStudio Site Composer offers the flexibility for users to organize documents according to:

1. sitemap.
2. category.

Sitemap navigation in Site Composer is a representation of website sitemap. It gives you the look and feel of the actual sitemap in the live website.

In Site Composer, documents are also organized according to category. You can group documents that are similar in nature into one category. For example, all marketing-related documents are grouped into Marketing category. Thus, category can be regarded as a representation of your internal organization structure.

### V.1. Sitemap Navigation

When an author creates a document, he/she can set the parent document for the newly created document (unless it is the root document, i.e. home). This parent-child structure of documents will construct the site navigation and also act as the sitemap of the website.

Since the parent-child document structures are stored in the database, the navigation structure of the website will always be updated automatically if there are any changes to the documents' positions in the sitemap.

For some reasons, an author may not wish his/her documents to appear in the sitemap (website navigation). In this case, the author can hide his/her document from the sitemap easily during adding/editing a document.

eLineStudio Site Composer provides flexible document positioning that enables users to specify where the document will be located in the sitemap. For example, we have the following sitemap structure:

- Home
  - About us
  - Products
    - Product A
    - Product B
    - Product C
  - Support
  - Contact

Then, you need to create a new document, let say 'New Product', and put it under the Products node. However, you also need to put the new document exactly between Product A and Product B nodes. eLineStudio Site Composer enables you to do that. The document positioning feature helps you to specify exactly where you want to put your document in the sitemap.

## **V.2. Category Management**

Each document in the eLineStudio Site Composer will be assigned to a category. Each category can have sub-categories, and each sub-categories can have sub-sub-categories, and so on. Approval scheme is set for each category, and each sub-categories will inherit the scheme unless specified differently.

Each category can be set as public category. A public category allows all users to access that category. If a category is not public, only authorized users can access that category (administrator assigns users to categories).

## **VI. Approval Scheme Management**

Approval scheme will be applied to each document category by administrator. Approval scheme in eLineStudio Site Composer is multi-stage (up to 7) where in each stage, there is one person responsible for approving documents (the reviewer). Administrator can choose anyone listed as an eLineStudio Site Composer user to act as a reviewer.

In practice, administrator will set the approval scheme based on the common business practice in the organizations. For example, for accounting-related documents, the approval scheme may start from accounting supervisor to accounting manager.



## VII. User Management

By default, there are three user groups:

1. Authors.
2. Administrators.
3. Template designers.

Users can be assigned to one or more user groups. In addition, every user in eLineStudio Site Composer can be chose to act as a reviewer in any approval schemes.

Specific rights of an administrator:

1. Manage category (create, edit, delete).
2. Manage user (create, edit, disable, and delete).
3. Manage approval scheme (create, edit, and delete).

A user has the right to create/edit documents. If the user is also set as a template designer, then he/she will also have the right to manage templates. Managing templates requires HTML knowledge.

When administrator creates a user, there are two additional tasks performed:

1. Create user folder.
2. Assign user to user groups.

A user folder is provided for each eLineStudio Site Composer user where he/she can keep his/her uploaded images or files there.

## VIII. Template Management

eLineStudio Site Composer supports multiple templates. Template is applied to each document. This is specified when author creates/edits the document. Author with additional template designer role can add/modify templates (this will require HTML skills).

Template management provides the flexibility for template designers to insert title, content menu, navigation position, etc. It can also manage web assets such as images, multimedia files, etc, used in the design.

## IX. Notification

Because e-mail notification needs to be set up to work with your e-mail system, it requires some customization. eLineStudio Site Composer has a common function for sending emails to users. Developers/implementers can modify easily this function to better suit their production environment. The technical documentation provides more information regarding notification.

## X. Multiple Website Languages

eLineStudio Site Composer supports multiple site languages. A drop-down box in your home page will list all type of languages that you have set in the control panel. For example, you can set three type of languages (english, dannish, and dutch) and create three language versions of each of your web documents. Then, on your website, visitors can choose to view any language versions of the documents.

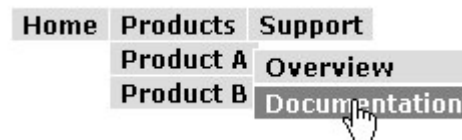
## XI. Dropdown Menus

eLineStudio Site Composer has a built-in dropdown menu feature that can be used on your website.

There are two types of dropdown menus:

- Horizontal
- Vertical

Below is an example of Horizontal Dropdown Menu:



**Horizontal Dropdown Menu**

Below is an example of Vertical Dropdown Menu:



**Vertical Dropdown Menu**

The dropdown menu is implemented through the template editor.